



**CITY OF HUTTO, TEXAS  
REGULAR CITY COUNCIL MEETING  
THURSDAY, MAY 8, 2014 AT 7:00 PM  
CITY HALL - CITY COUNCIL CHAMBERS  
401 WEST FRONT STREET**

**CITY COUNCIL**

Debbie Holland, Mayor  
Anne Cano, Place 1  
Paul Prince, Place 2  
Ronnie Quintanilla-Perez, Place 3, Mayor Pro-tem  
Michael J. Smith, Place 4  
Melanie Rios, Place 5  
Max V. Yeste, Place 6

**AGENDA**

1. **CALL SESSION TO ORDER**
2. **ROLL CALL**
3. **INVOCATION**
4. **PLEDGE OF ALLEGIANCE**
5. **PROCLAMATIONS:**
  - 5A. Proclamation declaring May 15, 2014, as Peace Officers Memorial Day and May 11-17, 2014, as Police Week.
6. **PUBLIC COMMUNICATION**
  - A. Remarks from visitors. (*Three-minute time limit*)
7. **PUBLIC HEARINGS:**
  - A. There are no public hearings scheduled.

8. **PRESENTATIONS:**

- A. There are no presentations scheduled.

9. **REPORTS AND ANNOUNCEMENTS:**

- 9A. Report by Councilmember Anne Cano regarding the Williamson County Children's Advocacy Center board meeting held on April 23, 2014.
- 9B. Report by Mayor Debbie Holland regarding the Saturday Council Chat Session held on April 26, 2014.
- 9C. Report by Councilmember Anne Cano regarding the Saturday Council Chat Session held on May 3, 2014.
- 9D. Report by Mayor Debbie Holland regarding the Temple College Foundation board meeting held on May 6, 2014.

10. **CONSENT AGENDA ITEMS:**

All items listed on the consent agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Councilmember in which event, the item will be removed from the consent agenda and considered as a regular agenda item.

- 10A. Consideration and possible action on a resolution concerning the proposed Subdivision Case #1351-PLAT, Case Name: Star Ranch Townhomes Final Plat, (6.986 acres, more or less, of land, 1 multi-family lot), located on Winterfield Drive at East Nakoma, within the City of Hutto extraterritorial jurisdiction (ETJ). (Owner: Brushy Creek LTD; Agent: Randall Jones & Associates Engineering Inc)
- 10B. Consideration and possible action on the minutes for the City Council regular meetings held on March 6, 2014, and March 20, 2014, and the City Council work session held on March 20, 2014.

**REGULAR AGENDA ITEMS**

11. **ORDINANCES:**

- A. There are no ordinances scheduled.

12. **RESOLUTIONS:**

- A. **ENGINEERING DEPARTMENT**

12A1. Consideration and possible action on a resolution concerning a design agreement amendment with K. Friese & Associates for design of the Hutto South Wastewater Treatment Plant.

12A2. Consideration and possible action on a resolution concerning a design agreement amendment with DCS Engineering for design of the Enclave Force Main and Lift Station Improvements project.

13. **OTHER BUSINESS:**

A. FINANCE DEPARTMENT

13A1. Consideration and possible action on the formation of a three-member City Council Outside Agency Funding Committee.

14. **WORK SESSION:**

A work session is conducted for information or educational purposes. No action is taken by the Council on items listed. It is the policy of the City Council that public comment will not be allowed for work session items.

A. OFFICE OF THE CITY MANAGER

14A1. Work session on the proposed 2014 Citizen Survey.

15. **EXECUTIVE SESSION:**

15A. Executive Session as authorized by §551.087, Texas Government Code regarding deliberation, Economic Development Negotiations, including the following: Economic development incentives for Project Five Star.

15B. Executive Session as authorized by §551.087, Texas Government Code regarding deliberation, Economic Development Negotiations, including the following: Economic development incentives for Project Blue Sky.

16. **ACTION RELATIVE TO EXECUTIVE SESSION:**

16A. Consideration and possible action on a resolution by the City of Hutto authorizing and approving a loan agreement between the Hutto Economic Development Corporation and the Office of the Governor Economic Development and Tourism Division and related documents, authorizing the execution and delivery of the loan agreement, and other matters in connection therewith.

17. **EXECUTIVE SESSION:**

- 17A. Executive Session as authorized by §551.074, Texas Local Government Code, related to the discussion, deliberation, and/or negotiations regarding the performance evaluation of the City Manager.

18. **ADJOURNMENT:**

The City Council for the City of Hutto reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by the Texas Government Code Sections 551.071 [Litigation/Consultation with Attorney], 551.072 [Deliberations regarding real property], 551.073 [Deliberations regarding gifts and donations], 551.074 [Deliberations regarding personnel matters] or 551.076 [Deliberations regarding deployment/implementation of security personnel or devices] and 551.087 [Deliberations regarding Economic Development negotiations].

**CERTIFICATION**

I certify that this notice of the May 8, 2014 Hutto City Council meeting was posted on the City Hall bulletin board of the City of Hutto on Friday, the 2nd day of May, 2014, at 3:00 pm

  
Christine Martinez, City Secretary

The City of Hutto is committed to comply with the American with Disabilities Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special communications or accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at 512/ 759-4033 or city.secretary@HuttoTX.gov for assistance.

## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 5A. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Rick Stone, Interim Chief of Police

**ITEM:** Proclamation declaring May 15, 2014, as Peace Officers Memorial Day and May 11-17, 2014, as Police Week.

**STRATEGIC GUIDE POLICY:** Public Safety

**ITEM BACKGROUND:**

In 1962, President John F. Kennedy signed a proclamation which designated May 15th as Peace Officers Memorial Day and the week in which that date falls as 'Police Week'. Every year since, tens of thousands of law enforcement officers from around the world converge on Washington, DC to participate in a number of planned events which honor those that have paid the ultimate sacrifice.

By a joint resolution approved October 1, 1962, as amended, Congress authorized and requested the president to designate May 15th of each year as “Peace Officers Memorial Day” and the week in which it falls as “Police Week”, and by Public Law 103-322, as amended, has directed that the flag be flown at half staff on Peace Officers Memorial Day.

The first official memorial service took place on May 15, 1982. On that date, approximately 125 people gathered in Senate Park to honor 91 law enforcement officers. Over the past 29 years we have honored over 3,000 law enforcement officers from around our nation. Today, the National Peace Officers' Memorial Service has become one in a series of events which includes the Candlelight Vigil, which is sponsored by the National Law Enforcement Officers Memorial Fund (NLEOMF) and seminars sponsored by Concerns of Police Survivors (COPS).

Please join the City of Hutto in celebrating our officers and remembering those who have fallen in the line of duty for a ceremony at the Fritz Park Pavillion on Thursday, May 15, 2014, at 4:00 pm.

For additional information, please contact the Hutto Police Department at 512-846-2057.

**BUDGETARY AND FINANCIAL SUMMARY:**

Not applicable.

**RELATED ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Not applicable.

**SUPPORTING MATERIAL:**

1. Peace Officers' Memorial Day Proclamation

# *Official Proclamation*

**WHEREAS**, in every American community, committed law enforcement officers watch over our neighborhoods and work to make our Nation a safer, more peaceful place; and

**WHEREAS**, by taking an oath to serve and protect their fellow citizens, law enforcement officers answer a vital calling and accept a profound responsibility and work to uphold our laws and serve on the front lines in the fight against crime and terrorism; and

**WHEREAS**, we honor the heroism of all of Hutto's "Best of the Best" who serve the cause of justice, and pay tribute to those in Texas who have lost their lives in the line of duty this past year. We ask God's blessing for the families and friends they left behind; and

**WHEREAS**, by a joint resolution approved October 1, 1962, as amended, the Congress of the United States has authorized and requested the president to designate May 15<sup>th</sup> of each year as "Peace Officers Memorial Day" and the week in which it falls as "Police Week", and by Public Law 103-322, as amended, which directs that the flag of the United States on all Government buildings be displayed at half-staff on May 15, National Peace Officers' Memorial Day.

**NOW THEREFORE, I, DEBBIE HOLLAND, MAYOR OF THE CITY OF HUTTO, TEXAS, DO HEREBY PROCLAIM:**

**May 15, 2014  
AS PEACE OFFICERS MEMORIAL DAY  
and  
May 11-17, 2014 as  
POLICE WEEK**

In the City of Hutto and urge all Hutto citizens to observe these events with appropriate ceremonies and activities and for citizens and businesses to display the flag at half staff on May 15, 2014.

**PROCLAIMED** this 8<sup>th</sup> day of May, 2014.

City of Hutto, Texas

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**Debbie Holland, Mayor**

## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 10A. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Will Guerin, AICP, CNU-A, Director of  
Development Services

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**ITEM:** Consideration and possible action on a resolution concerning the proposed Subdivision Case #1351-PLAT, Case Name: Star Ranch Townhomes Final Plat, (6.986 acres, more or less, of land, 1 multi-family lot), located on Winterfield Drive at East Nakoma, within the City of Hutto extraterritorial jurisdiction (ETJ). (Owner: Brushy Creek LTD; Agent: Randall Jones & Associates Engineering Inc)

**STRATEGIC GUIDE POLICY:** Growth Guidance

**ITEM BACKGROUND:**

This final plat is for a new multi-family project within Star Ranch just south of the existing Mansions at Star Ranch complex. While this area will not be annexed in the immediate future, the City of Hutto and Williamson County have joint subdivision review authority in this area, per the House Bill 1445 agreement between the two jurisdictions. All comments have been satisfied.

**BUDGETARY AND FINANCIAL SUMMARY:**

Not applicable.

**RELATED ADVISORY BOARD RECOMMENDATIONS:**

The Planning and Zoning Commission recommended approval to City Council on May 6, 2014. The motion passed unanimously.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Staff recommends the Council approve the resolution.

**SUPPORTING MATERIAL:**

1. Resolution - Star Ranch Townhomes FP
2. Exhibit A - Star Ranch Townhomes FP



## **RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE MAYOR OF HUTTO TO SIGN THE FINAL PLAT KNOWN AS "STAR RANCH TOWNHOMES FINAL PLAT"; IN THE CITY OF HUTTO'S EXTRA TERRITORIAL JURISDICTION, WILLIAMSON COUNTY, TEXAS.**

**WHEREAS**, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the Planning and Zoning Commission to take action to recommend to the City Council whether or not to approve or disapprove a subdivision plat within thirty (30) days of the date an application is accepted, and;

**WHEREAS**, the Texas Local Government Code Chapter 212 and the City of Hutto Subdivision Ordinance requires the City Council take action to approve or disapprove a subdivision plat within thirty (30) days of the date of presentation at Planning and Zoning Commission, and;

**WHEREAS**, the Development Services Department and the City Engineer have reviewed the above referenced plat for compliance with statute and engineering standards, and;

**WHEREAS**, if City Council fails to take action on this plan within the prescribed thirty (30) day period, the plat is granted statutory approval,

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS:**

that the Hutto City Council hereby approves the resolution to authorize the Mayor of Hutto to sign the final plat known as "Star Ranch Townhomes Final Plat", a copy of same being attached hereto as "Exhibit A" and incorporated herein for all purposes.

**RESOLVED** on this the 8<sup>th</sup> day of the month **May, 2014**.

**CITY OF HUTTO, TEXAS**

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Debbie Holland, Mayor

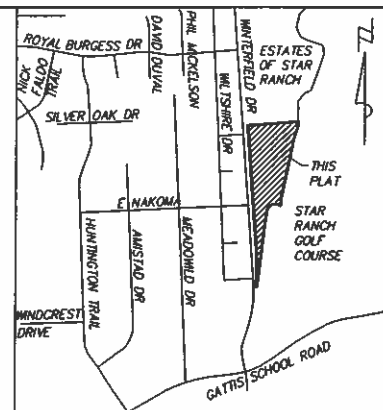
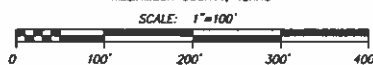
**ATTEST:**

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Christine Martinez, City Secretary

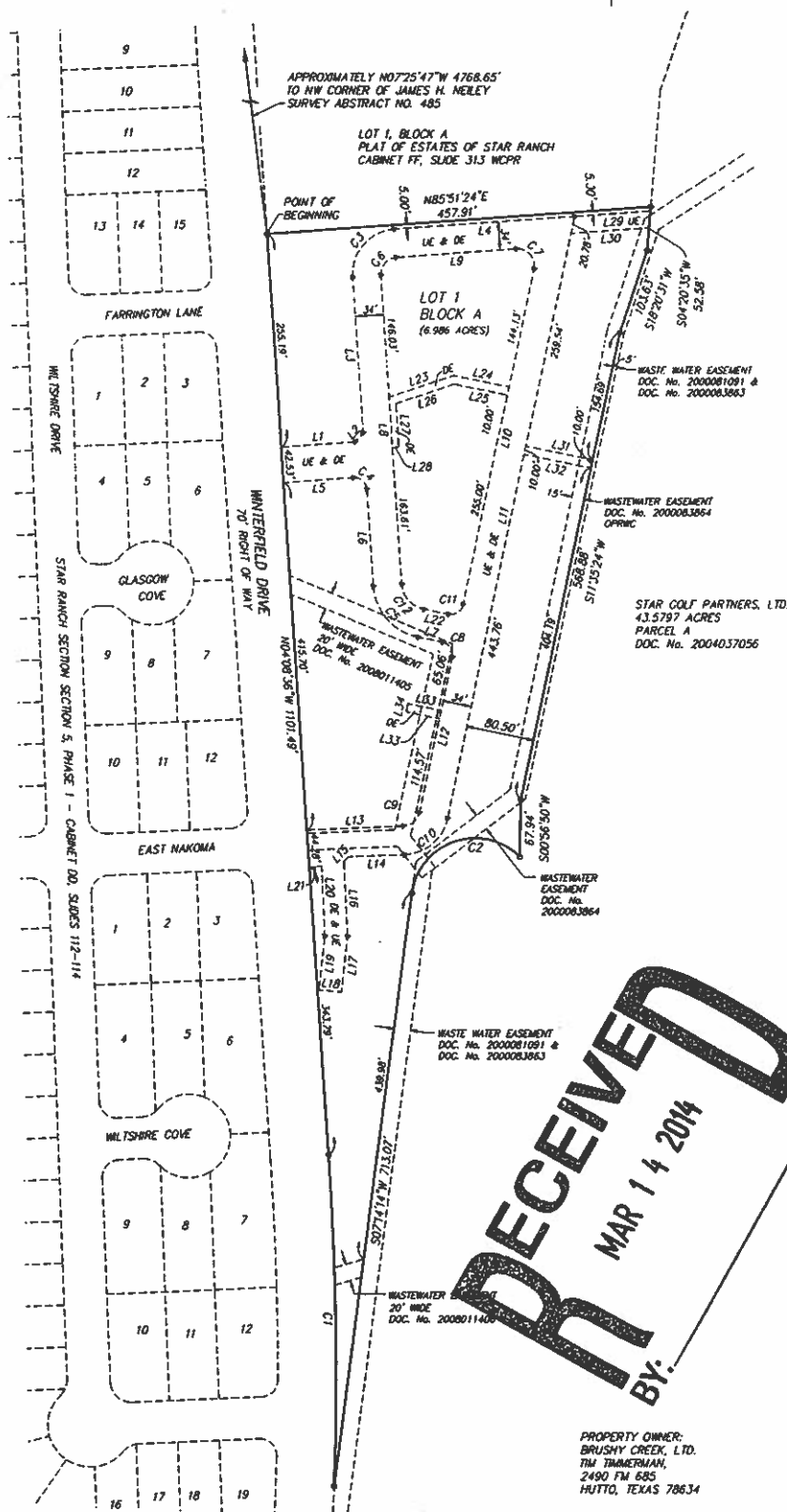
CURVE	LENGTH	RADIUS	DELTA	CHORD BRNG.	CHORD
C1	395.68	3795.00	5°58'26"	N01°09'23"W	395.50
C2	167.06	75.00	127°37'18"	S71°02'53"W	134.60
C3	84.82	54.00	90°00'00"	N40°51'24"E	76.37
C4	23.56	15.00	90°00'00"	N49°08'36"W	21.21
C5	86.85	67.00	74°16'00"	N41°16'36"W	80.89
C6	31.42	20.00	90°00'00"	N40°51'24"E	28.28
C7	36.91	20.00	105°44'00"	N41°16'36"W	31.89
C8	23.56	15.00	90°00'00"	N33°24'36"W	21.21
C9	26.53	20.00	76°00'32"	N49°35'40"E	24.63
C10	71.64	54.00	76°00'32"	N49°35'40"E	66.50
C11	23.56	15.00	90°00'00"	N56°35'24"E	21.21
C12	42.77	33.00	74°16'00"	N41°16'36"W	39.84

FINAL PLAT OF  
STAR RANCH TOWNHOMES  
WILLIAMSON COUNTY, TEXAS



LOCATION MAP  
SCALE: 1" = 800'

LINE	LENGTH	BEARING
L1	89.00'	N85°51'24"E
L2	14.14'	N40°51'24"E
L3	186.19'	N04°08'36"W
L4	214.10'	N85°51'24"E
L5	84.00'	N85°51'24"E
L6	116.08'	N04°08'36"W
L7	29.65'	N78°24'36"W
L8	369.80'	N04°08'36"W
L9	142.78'	N85°51'24"E
L10	408.13'	N11°35'24"E
L11	734.00'	N11°35'24"E
L12	189.67'	N11°35'24"E
L13	115.51'	N87°35'36"E
L14	67.58'	N87°35'36"E
L15	7.10'	N42°20'04"E
L16	89.99'	N02°55'48"W
L17	66.65'	N05°55'01"E
L18	27.00'	N84°05'19"W
L19	64.56'	N05°54'58"E
L20	83.37'	N02°55'48"W
L21	14.64'	N85°51'24"E
L22	28.65'	N78°24'36"W
L23	80.68'	N71°24'18"E
L24	67.35'	N78°24'36"W
L25	64.65'	N78°24'36"W
L26	72.81'	N71°24'18"E
L27	51.76'	N04°08'36"W
L28	7.50'	N85°51'24"E
L29	90.06'	N85°53'08"E
L30	92.71'	N85°53'08"E
L31	80.50'	N78°24'36"W
L32	80.50'	N78°24'36"W
L33	49.04'	N78°24'36"W
L34	10.00'	N11°35'24"E



## NOTES:

- NO BUILDINGS, FENCING, LANDSCAPING, OR STRUCTURES ARE ALLOWED WITHIN ANY DRAINAGE EASEMENT UNLESS EXPRESSLY PERMITTED BY THE CITY OF HUTTO AND WILLIAMSON COUNTY.
- THE PROPERTY OWNER OR HIS/HER ASSIGNS SHALL PROVIDE FOR ACCESS TO THE DRAINAGE EASEMENT AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY WILLIAMSON COUNTY FOR INSPECTION OR MAINTENANCE OF SAID EASEMENT.
- ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE OWNER OR HIS/HER ASSIGNS.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO AN APPROVED PUBLIC SEWER SYSTEM.
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL WATER SATISFACTORY FOR HUMAN CONSUMPTION IS AVAILABLE FROM A SOURCE IN ADEQUATE AND SUFFICIENT SUPPLY.
- WATER AND WASTEWATER WILL BE PROVIDED BY WILLIAMSON COUNTY WATER, SEWER, IRRIGATION AND DRAINAGE DISTRICT NUMBER 3. (NWSID003)
- THIS SUBDIVISION IS SUBJECT TO THE CONDITIONS, COVENANTS AND RESTRICTIONS AS RECORDED IN DOCUMENT NUMBER OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS.
- NO STRUCTURE OR LAND ON THIS PLAT SHALL HEREAFTER BE LOCATED OR ALTERED WITHOUT FIRST SUBMITTING A CERTIFICATE OF COMPLIANCE APPLICATION FORM TO THE WILLIAMSON COUNTY FLOOD PLAIN ADMINISTRATOR.
- THE BUILDING SLAB ELEVATION SHALL BE ONE (1) FOOT ABOVE THE ADJACENT GRADE.
- THIS PLAT LIES WITHIN THE BOUNDARIES OF WILLIAMSON COUNTY WATER SEWER IMPROVEMENT DRAINAGE DISTRICT NO. 3 ("DISTRICT"). DEVELOPMENT WITHIN DISTRICT EASEMENTS OR DISTRICT PROPERTY SHALL REQUIRE DISTRICT APPROVAL PRIOR TO CONSTRUCTION.

PROPERTY OWNER:  
BRUSHY CREEK, LTD.  
THU TRAMERMAN,  
2490 FM 685  
HUTTO, TEXAS 78634

SITE DATA:  
TOTAL AREA OF THIS PLAT: 6.986 ACRES  
1 LOT  
1 BLOCK  
NO NEW STREETS

DATE: JUNE 19, 2013

SCALE: 1" = 100'

RANDALL JONES & ASSOCIATES ENGINEERING, INC.  
1212 E. BRAKER LANE, AUSTIN, TEXAS 78753  
(512) 836-4793 FAX: (512) 836-4817 F-9784

RJ SURVEYING & ASSOCIATES, INC.  
1212 E. BRAKER LANE, AUSTIN, TEXAS 78753  
(512) 836-4793 FAX: (512) 836-4817

# FINAL PLAT OF STAR RANCH TOWNHOMES

A PARCEL OF LAND IN WILLIAMSON COUNTY, TEXAS, COUNTY, TEXAS, BEING A PART OF THE JAMES H. MELEY SURVEY No. 485, AND A PART OF THAT 250 ACRE TRACT OF LAND CONVEYED TO BRUSHY CREEK, LTD. BY DEED RECORDED IN DOCUMENT No. 9731654 OF THE OFFICIAL RECORDS OF WILLIAMSON COUNTY, TEXAS, DESCRIBED AS FOLLOWS:

BEGIN at a 1/2" iron rod found in the East Line of Winterfield Drive (a right of way 70 feet wide as shown on the plat of Star Ranch Section 5, Phase 1, according to the plat thereof recorded in Cabinet DD, Slide 112 of the Official Public Records of Williamson County, Texas) at the Southwest Corner of Lot 1, Block A, Estates of Star Ranch, according to the plat thereof recorded in Cabinet FF, Slide 313 of the Official Public Records of Williamson County, Texas;

THENCE N.85°51'24"E, along the South Line of said Lot 1, Block A a distance of 457.91 feet to a 1/2" iron rod set in the West Line of that 43.5796 Acre Tract of land conveyed to Star Gold Partners, Ltd., by deed recorded in Document No. 2004037057 of the Official Public Records of Williamson County, Texas;

THENCE along the West Line of the said 43.5796 Acre Tract the following six courses:

1. S.04°20'35"W, a distance of 52.58 feet to a 1/2" iron rod set;
2. S.18°20'31"W, a distance of 103.63 feet to a 1/2" iron rod set;
3. S.11°35'24"W, a distance of 568.88 feet to a 1/2" iron rod found;
4. S.00°56'50"W, a distance of 67.94 feet to a 1/2" iron rod set at a point on a non-tangent curve to the left;
5. Westerly along the arc of said curve, a distance of 167.06 feet, said curve having a radius of 75.00 feet, a central angle of 127°37'18" and a chord bearing S.71°02'53"W, 134.60 feet to a 1/2" iron rod found;
6. S.07°14'14"W, a distance of 713.07 feet to a 1/2" iron rod set in the said East Line of Winterfield Drive at a point on a non-tangent curve to the left

THENCE along the said East Line of Winterfield Drive the following two courses:

1. Northerly along the arc of said curve, a distance of 395.68 feet, said curve having a radius of 3795.00 feet, a central angle of 05°58'26" and a chord bearing N.01°09'23"W, 395.50 feet to a 1/2" iron rod set;
2. N.04°08'36"W, a distance of 1101.49 feet to the said Point of Beginning

Containing 6.986 acres, more or less.

## DEDICATION

STATE OF TEXAS  
COUNTY OF WILLIAMSON

KNOW ALL MEN BY THESE PRESENTS THAT BRUSHY CREEK, LTD., BEING THE OWNER OF THAT 250 ACRE TRACT OF LAND CONVEYED TO IT BY DEED RECORDED IN DOCUMENT No. 9731654 OF THE OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS, DOES HEREBY SUBDIVIDE 6.986 ACRES AND DOES HEREBY JOIN, APPROVE AND CONSENT TO ALL DEDICATIONS AND PLAT NOTE REQUIREMENTS SHOWN HEREON.

WE DO HEREBY APPROVE THE RECDATION OF THIS SUBDIVISION PLAT AND DEDICATE TO THE PUBLIC USE FOREVER ANY EASEMENTS AND ROADS THAT ARE SHOWN HEREON. THIS SUBDIVISION IS TO BE KNOWN AS "STAR RANCH TOWNHOMES" AND FURTHER ACKNOWLEDGE THAT IT IS THE RESPONSIBILITY OF THE OWNER, NOT THE COUNTY, TO ASSURE COMPLIANCE WITH THE PROVISIONS OF ALL APPLICABLE STATE, FEDERAL AND LOCAL LAWS AND REGULATIONS RELATING TO THE ENVIRONMENT, INCLUDING (BUT NOT LIMITED TO) THE ENDANGERED SPECIES ACT, STATE AQUIFER REGULATIONS AND MUNICIPAL WATERSHED ORDINANCES.

BY: BRUSHY CREEK, LTD.

BY: TIM THURMERMAN,  
2490 FM 685  
HUTTO, TEXAS 78634

## ACKNOWLEDGMENT

THE STATE OF TEXAS  
COUNTY OF WILLIAMSON

BEFORE ME, ON THIS DAY PERSONALLY APPEARED TIM THURMERMAN, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ A. D., 20 \_\_\_\_.

NOTARY PUBLIC SIGNATURE

NOTARY PUBLIC PRINTED OR TYPED NAME SEAL

MY COMMISSION EXPIRES: \_\_\_\_\_

## SURVEYOR'S CERTIFICATION

I, J. KENNETH WEIGAND, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL AND ON THE GROUND SURVEY OF THE LAND SHOWN HEREON AND THAT THE CORNER MONUMENTS SHOWN HEREON WERE PROPERLY PLACED UNDER MY SUPERVISION. THIS PLAT COMPLIES WITH THE REQUIREMENTS OF WILLIAMSON COUNTY. ALL EASEMENTS OF RECORD OF WHICH I HAVE KNOWLEDGE ARE SHOWN OR NOTED ON THE PLAT. THE FIELD NOTES HEREON MATHEMATICALLY CLOSE.

J. KENNETH WEIGAND, Nov. 22, 2013  
DATE  
J. KENNETH WEIGAND,  
R.P.L.S. NO. 5741  
STATE OF TEXAS



APPROVAL  
CITY OF HUTTO

THIS PLAT IS HEREBY APPROVED FOR RECORDING BY THE CITY COUNCIL  
THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_.

MAYOR, CITY OF HUTTO DATE CITY SECRETARY DATE

THIS SUBDIVISION IS LOCATED WITHIN THE EXTRA TERRITORIAL JURISDICTION  
OF THE CITY OF HUTTO, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_.

WILL GUERIN, PLANNER  
CITY OF HUTTO, DEVELOPMENT SERVICES DEPARTMENT

## ENGINEER'S CERTIFICATION

NO PORTION OF THIS TRACT IS WITHIN THE 100 YEAR FLOOD PLAIN AS SHOWN ON FLOOD INSURANCE RATE COMMUNITY PANEL NUMBER 48491C0515E, EFFECTIVE SEPTEMBER 26, 2008, FOR WILLIAMSON COUNTY, TEXAS.

I, R. BRENT JONES, DO HEREBY CERTIFY THAT THE INFORMATION CONTAINED ON THIS PLAT COMPLIES WITH THE SUBDIVISION ORDINANCES AND THE STORMWATER DRAINAGE POLICY ADOPTED BY WILLIAMSON COUNTY, TEXAS.

THIS TRACT IS NOT LOCATED IN THE EDWARDS AQUIFER RECHARGE ZONE

R. BRENT JONES, 11/21/13  
DATE  
LICENSED PROFESSIONAL ENGINEER NO. 92671  
1212 E. BRAKER LANE  
AUSTIN, TEXAS 78753



BASED UPON THE REPRESENTATIONS OF THE ENGINEER OR SURVEYOR WHOSE SEAL IS AFFIXED HERETO, AND AFTER REVIEW OF THE PLAT AS REPRESENTED BY THE SAID ENGINEER OR SURVEYOR, I FIND THAT THIS PLAT COMPLIES WITH THE WILLIAMSON COUNTY FLOODPLAIN REGULATIONS. THIS CERTIFICATION IS MADE SOLELY UPON SUCH REPRESENTATIONS AND SHOULD NOT BE RELIED UPON FOR VERIFICATIONS OF THE FACTS ALLEGED. WILLIAMSON COUNTY DISCLAIMS ANY RESPONSIBILITY TO ANY MEMBER OF THE PUBLIC FOR INDEPENDENT VERIFICATION OF THE REPRESENTATIONS, FACTUAL OR OTHERWISE, CONTAINED IN THIS PLAT AND THE DOCUMENTS ASSOCIATED WITHIN IT.

JOE M. ENGLAND, P.E.,  
WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR

DATE

IN APPROVING THIS PLAT BY THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS, IT IS UNDERSTOOD THAT THE BUILDING OF ALL STREETS, ROADS, AND OTHER PUBLIC THOROUGHFARES AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IS THE RESPONSIBILITY OF THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS. SAID COMMISSIONERS' COURT ASSUMES NO OBLIGATION TO BUILD ANY OF THE STREETS, ROADS, OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR OF CONSTRUCTING ANY OF THE BRIDGES OR DRAINAGE IMPROVEMENTS IN CONNECTION THEREWITH. THE COUNTY WILL ASSUME NO RESPONSIBILITY FOR DRAINAGE WAYS OR EASEMENTS IN THE SUBDIVISION, OTHER THAN THOSE DRAINING OR PROTECTING THE ROAD SYSTEM AND STREETS.

THE COUNTY ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF REPRESENTATIONS BY OTHER PARTIES IN THIS PLAT. FLOOD PLAIN DATA, IN PARTICULAR, MAY CHANGE DEPENDING ON SUBSEQUENT DEVELOPMENT. IT IS FURTHER UNDERSTOOD THAT THE OWNERS OF THE TRACT OF LAND COVERED BY THIS PLAT MUST INSTALL AT THEIR OWN EXPENSE ALL TRAFFIC CONTROL DEVICES AND SIGNAGE THAT MAY BE REQUIRED BEFORE THE STREETS IN THE SUBDIVISION HAVE FINALLY BEEN ACCEPTED FOR MAINTENANCE BY THE COUNTY.

STATE OF TEXAS  
COUNTY OF WILLIAMSON

KNOW ALL MEN BY THESE PRESENTS, I, DAN A. GATTIS, COUNTY JUDGE OF WILLIAMSON COUNTY, TEXAS, DO HEREBY CERTIFY THAT THIS MAP OR PLAT, WITH FIELD NOTES HEREON, THAT A SUBDIVISION HAVING BEEN FULLY PRESENTED TO THE COMMISSIONERS' COURT OF WILLIAMSON COUNTY, TEXAS, AND BY SAID COURT DULY CONSIDERED, WERE, ON THIS DAY APPROVED AND PLAT IS AUTHORIZED TO BE REGISTERED AND RECORDED IN THE PROPER RECORDS OF THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

DAN A. GATTIS, COUNTY JUDGE  
WILLIAMSON COUNTY, TEXAS

DATE

STATE OF TEXAS  
COUNTY OF WILLIAMSON

I, NANCY RISTER, CLERK OF THE COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATION OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_ A. D., \_\_\_\_ AT \_\_\_\_ O'CLOCK \_\_\_\_ M. AND DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_ A. \_\_\_\_ AT \_\_\_\_ O'CLOCK \_\_\_\_ M. IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN DOCUMENT No. \_\_\_\_.

WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT OFFICE IN GEORGETOWN, TEXAS, THE DATE LAST WRITTEN ABOVE.

NANCY RISTER, CLERK,  
COUNTY COURT WILLIAMSON COUNTY, TEXAS

BY: DEPUTY

DATE: JUNE 19, 2013 SCALE: 1" = 100'

RANDALL JONES & ASSOCIATES ENGINEERING, INC.  
1212 E. BRAKER LANE, AUSTIN, TEXAS 78753  
(512) 836-4793 FAX: (512) 836-4817 F-9784

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## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 10B. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Christine Martinez, City Secretary

**ITEM:** Consideration and possible action on the minutes for the City Council regular meetings held on March 6, 2014, and March 20, 2014, and the City Council work session held on March 20, 2014.

**STRATEGIC GUIDE POLICY:** Leadership

**ITEM BACKGROUND:**

The meeting minutes for the City Council regular meetings held on March 6, 2014, and March 20, 2014, and the City Council work session held on March 20, 2014, have been drafted and brought to the Council for review and consideration.

**BUDGETARY AND FINANCIAL SUMMARY:**

Not applicable.

**RELATED ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

**CITY ATTORNEY REVIEW:**

Not applicable.

**STAFF RECOMMENDATION:**

Staff recommends approval of the meeting minutes for the City Council regular meetings held on March 6, 2014, and March 20, 2014, and the City Council work session held on March 20, 2014.

**SUPPORTING MATERIAL:**

1. Final Draft March 20, 2014 City Council Meeting Minutes
2. Final Draft March 20, 2014 City Council Work Session Minutes
3. Final Draft March 6, 2014 City Council Meeting Minutes



**CITY COUNCIL  
MEETING MINUTES  
MARCH 20, 2014**

*The Hutto City Council met in a regular session on Thursday, March 20, 2014 in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.*

**CALL SESSION TO ORDER**

*Mayor Holland called the session to order at 7:03 p.m.*

**ROLL CALL**

*Members of the City Council that were present were Mayor Debbie Holland, Mayor Pro-tem Ronnie Quintanilla-Perez, Councilmember Anne Cano, Councilmember Paul Prince, and Councilmember Michael J. Smith, Councilmember Melanie Rios, and Councilmember Max V. Yeste.*

*Members of staff that were present were Karen Daly, City Manager, Micah Grau, Assistant City Manager, Charlie Crossfield, City Attorney, Matt Bushak, City Engineer, Melanie Hudson, Finance Director, Will Guerin, Development Services Director, Amy McGlothlin, Human Resources Director, and Rick Stone, Interim Chief of Police.*

**INVOCATION**

*The invocation was given by Councilmember Anne Cano.*

**PLEDGE OF ALLEGIANCE**

*Mayor Holland led the Pledge of Allegiance.*

**PROCLAMATIONS**

**5A. Proclamation declaring March 28, 2014, as Youth in Government Day in the City of Hutto.**

*Mayor Holland read the following proclamation and presented it to David Kinnaman, Hutto High School Teacher, and Patti Gilmore, City of Hutto Chief of Staff.*

*WHEREAS, it is the intent of the Hutto City Council and City staff to stand firmly committed to promoting and inspiring the next generation of civic activists and leaders through a course of study known as the Youth in Government Program, and;*

*WHEREAS, the City Council and staff have partnered with the Hutto ISD, the Hutto EDC, and Hutto Fire Rescue to provide significant leadership to the senior students of Hutto High School for a better understanding of local government and the importance of these entities collaboration in building a strong community, and;*

*WHEREAS, this program, now being in its ninth consecutive, successful year; and*

*WHEREAS, it is with a spirit of pride in the investment of this next generation of leaders and to this community's well being and long-term quality of life that this program is supported and encouraged by the Hutto City Council.*

NOW, THEREFORE, I, Debbie Holland, Mayor of the City of Hutto, do hereby proclaim Friday, March 28, 2014, as

*"YOUTH IN GOVERNMENT DAY"*

*in the City of Hutto as we celebrate by hosting a visitation of student delegates to the City of Hutto and various other facilities. I urge all citizens and businesses to participate through sponsorship of this program as an investment in the next generation of leadership of this community.*

*PROCLAIMED on this the 20<sup>th</sup> day of March, 2014.*

PUBLIC COMMUNICATION

6A. Remarks from visitors.

*There were no remarks from the visitors present.*

PUBLIC HEARINGS

7A1. Open and conduct a public hearing concerning the zoning change for 301 FM685, 1.89 acres more or less of land, out of the Nathaniel Edwards Survey, Abstract No. 225, located at the southeast corner of FM 685 and Carl Stern Drive, from SF-1 (Single-Family Residential) to B-2 (Commercial: General) zoning district. (Owner: HISD)

*Mayor Holland opened the public hearing at 7:09 p.m. There being no testimony, the public hearing was closed.*

7A2. Open and conduct a public hearing concerning the zoning change for 420 Carl Stern drive, 1.52 acres more or less of land, out of the Nathaniel Edwards Survey, Abstract No. 225, located on Carl Stern Drive west of the City water tower site, from SF-1 (Single-Family Residential) to B-1 (Commercial: local/neighborhood) zoning district. (Owner/Applicant: HISD)

*Mayor Holland opened the public hearing at 7:10 p.m. There being no testimony, the public hearing was closed.*

PRESENTATIONS

8A. *There were no presentations scheduled.*

REPORTS AND ANNOUNCEMENTS

9A. Report by Councilmember Anne Cano regarding the Saturday Council Chat Session held on March 8, 2014.

*Councilmember Cano reported that she did not have any visitors at the March 8 Saturday Chat Session.*

9B. Report by Mayor Debbie Holland regarding the Capital Area Council of Governments Executive Committee meeting held on March 12, 2014.

*Mayor Holland reported that she did not attend the March 12 meeting due to a prior commitment.*

- 9C. Report by Councilmember Paul Prince regarding the Saturday Council Chat Session held on March 15, 2014.

*Councilmember Prince reported that he did not have any visitors at the March 15 Saturday Chat Session.*

- 9D. Report by Councilmember Michael Smith regarding the Hutto Area Chamber of Commerce board meeting held on March 18, 2014.

*Councilmember Smith reported that discussion at the March 18 Chamber of Commerce board meeting was in regard to the April 12 Crawfish Festival in downtown Hutto. The festival will be held from 11:00 a.m. to 2:00 p.m. He added that volunteers will be needed.*

- 9E. Report by Councilmember Anne Cano regarding the Hutto Economic Development Corporation board meeting held on March 18, 2014.

*Councilmember Cano reported that the Board received an update regarding the city and a report regarding community outreach. Staff continues to work on a large project; they are getting proposals for a new website; and just finished the audit. Staff and the Board will be attending the grand opening of the Community Impact facility.*

- 9F. Report by Mayor Pro-tem Ronnie Quintanilla-Perez regarding the Hutto Education Foundation board meeting held on March 19, 2014.

*Councilmember Rios gave the report for the Hutto Education Foundation board meeting on March 19. The main discussion of the board was on the upcoming Gala on March 28, 2014. The event will be held at the Lone Oak Barn in Round Rock.*

- 9G. Report by Councilmember Max Yeste regarding the Round Rock Area Serving Center board meeting held on March 19, 2014.

*Councilmember Yeste reported that case load for the Serving Center remains flat and the Vintage Sale event was a success. The board discussed other upcoming events which are the annual fund raiser on August 9<sup>th</sup> at Old Settlers Association Main Hall and the Empty Bowls event. In addition, since Windows XP will cease on April 8, the center is accepting donations to cover the cost of upgrading their computers.*

#### CONSENT AGENDA ITEMS

*All items listed on the consent agenda were considered to be routine by the City Council and were enacted by one motion. There was no separate discussion of the items listed.*

- 10A. Consideration and possible action on the minutes for the City Council Special Session on January 28, 2014, and the City Council regular meetings held on February 6, 2014, and February 13, 2014, and the City Council Special Session held on February 28, 2014.

- 10B. Consideration and possible action on a resolution concerning the acceptance of the wastewater, street and drainage improvements of the Park at Brushy Creek, Phase 4A Subdivision.

- 10C. Consideration and possible action on the second and final reading of an ordinance amending the composition and miscellaneous provisions of the Keep Hutto Beautiful Commission.
- 10D. Consideration and possible action on the acceptance of the 2012-13 Comprehensive Annual Financial Report and audit.

*MOTION: Councilmember Cano moved to approve all the items listed on the consent agenda. Mayor Pro-tem Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.*

## REGULAR AGENDA ITEMS

### ORDINANCES

- 11A1. Consideration and possible action on the first reading of an ordinance concerning the zoning change for 301 FM 685, 1.89 acres more or less of land, out of the Nathaniel Edwards Survey, Abstract No. 225, located at the southeast corner of FM 685 and Carl Stern Drive, from SF-1 (Single Residential) to B-2 (Commercial: general) zoning district. (Owner/Applicant: HISD)

*Will Guerin, Development Services Director, gave the staff presentation. This zoning change request was initiated by the Hutto Independent School District. They are asking for a change of the zoning designation for the southeast corner of FM 685 and Carl Stern Drive from Standard Single-Family Residential (SF-1) to General Commercial (B-2). This parcel will soon be sold by the School District and it includes both vacant land and part of the tennis courts, which will be removed. The proposed use is a single-tenant commercial/retail building. The proposed division of land, including the proposed extension of Kothman Drive onto Carl Stern Drive, is currently in the subdivision platting process.*

*The Council inquired on potential traffic on the new roadway and if a traffic signal would be needed. Mr. Bushak explained how the traffic would be addressed.*

*MOTION: Councilmember Rios moved to approve the first reading of the ordinance that changes the zoning for 301 FM 685, located at the southeast corner of FM 685 and Carl Stern Drive, from SF-1 (Single Residential) to B-2 (Commercial: General) zoning district. Councilmember Smith seconded the motion. The motion carried with 7 ayes and 0 nays.*

*MOTION: Councilmember Yeste moved to dispense with the second reading of the ordinance with the unanimous consent of all the Councilmembers present and to adopt the ordinance that changes the zoning for 301 FM 685, from SF-1 (Single Residential) to B-2 (Commercial: General) zoning district. Councilmember Prince seconded the motion. The motion carried with 7 ayes and 0 nays.*

- 11A2. Consideration and possible action on the first reading of an ordinance concerning the zoning change for 420 Carl Stern drive, 1.52 acres more or less of land, out of the Nathaniel Edwards Survey, Abstract No. 225, located on Carl Stern Drive west of the City water tower site, from SF-1 (Single Residential) to B-1 (Commercial: local/neighborhood) zoning district. (Owner/Applicant: HISD)

*Will Guerin, Development Services Director, gave the staff presentation. This request was initiated by the Hutto Independent School District. They seek to change the zoning designation on a parcel of land they own along the south side of Carl Stern Drive from Standard Single Residential (SF-1) to*



*Local/Neighborhood Commercial (B-1). This parcel, soon to be sold by School District, includes both vacant land and part of the tennis courts, which would be removed. There is no proposed use for this parcel at this time.*

*MOTION: Councilmember Yeste moved to approve the first reading of the ordinance that changes the zoning for 420 Carl Stern Drive, located on Carl Stern Drive west of the City water tower site, from SF-1 (Single Residential) to B-1 (Commercial: local/neighborhood). Councilmember Cano seconded the motion. The motion carried with 7 ayes and 0 nays.*

*MOTION: Councilmember Prince moved to dispense with the second reading of the ordinance with the unanimous consent of all the Councilmembers present and to adopt the ordinance that changes the zoning change for 420 Carl Stern Drive, from SF-1 (Single Residential) to B-1 (Commercial: Local/Neighborhood) zoning district. Councilmember Smith seconded the motion. The motion carried with 7 ayes and 0 nays.*

## RESOLUTIONS

12A1. Consideration and possible action on a resolution granting an extension of a Cash Security Agreement with Hutto 372, LTD. for construction and completion of a Hike and Bike Trail for the Meadows of Cottonwood Creek, Phase I.

*Matt Bushak, City Engineer, gave the staff presentation. On May 14, 2009, the City and Hutto 372, LTD. entered into a Cash Security Agreement regarding the posting of \$51,189.00 as security to provide for the construction and completion of approximately 3,800 linear feet of a hike and bike trail for Phase I of the Meadows of Cottonwood Creek development. The posting of the fiscal surety was to meet the platting requirements of the City. The original agreement expired in 2012. Development of the subdivision has been delayed due to the economic downturn. Staff recommended approval of a three-year extension to the cash security agreement.*

*In response to Council's question, Mr. Bushak responded that if the Council chooses not to extend the agreement, the only other option is for the City to withdraw the funds from escrow and construct the improvements itself, which may cost more than originally anticipated.*

*MOTION: Councilmember Yeste moved to approve the resolution granting a three-year extension of the Cash Security Agreement with Hutto 372, LTD. for the construction and completion of a Hike and Bike Trail for the Meadows of Cottonwood Creek, Phase I. Councilmember Rios seconded the motion. The motion carried with 7 ayes and 0 nays.*

12A2. Consideration and possible action on a resolution concerning the execution of an Advanced Funding Agreement with TxDOT for the construction of the FM 1660 N Hike and Bike Trail project.

*Matt Bushak, City Engineer, gave the staff presentation. The City recently applied for and was awarded a Transportation Enhancement Grant to construct the FM 1660 N Hike and Bike Trail. An Advanced Funding Agreement (AFA) with TxDOT is the mechanism for committing the funds to the project. The AFA describes the terms and conditions under which the project will receive the grant funds. The grant pays for construction of the project. The design costs of the project will be the*

*City's responsibility. The total construction cost, including TxDOT administrative expenses, is \$1,252,350. In the grant application, the City agreed to pay 20% of the cost, which is \$250,470.*

*In response to Council's question, Mr. Bushak outlined the proposed timeframe and added that the City's cost of \$6,000 will be due in April of this year and the rest of the cost will be paid in two additional phases.*

*MOTION: Councilmember Cano moved to approve the resolution concerning the execution of an Advanced Funding Agreement with TxDOT for the construction of the FM 1660 N Hike and Bike Trail project. Mayor Pro-tem Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.*

**12A3. Consideration and possible action on a resolution concerning the execution of an agreement with BSP Engineers for design of the FM 1660 North Hike and Bike Trail.**

*Matt Bushak, City Engineer, gave the staff presentation. A Request for Qualifications (RFQ) for the design of the FM 1660 North Hike and Bike Trail project was released on October 20, 2013. Eight responses were received and opened by the Purchasing Department on November 22, 2013. City staff from Engineering and Public Works Departments reviewed and scored the RFQ's. The review team decided to forego the interview process as there is a distinctive gap between the high scorer and the two second high scorers. The review team is also very familiar with the top three firms and did not feel an interview would add value to the process. The cost of final design is \$137,000.*

*MOTION: Councilmember Rios moved to approve the resolution concerning the execution of an agreement with BSP Engineers for the design of the FM 1660 North Hike and Bike Trail. Councilmember Smith seconded the motion. The motion carried with 7 ayes and 0 nays.*

**12A4. Consideration and possible action on a resolution concerning a design agreement amendment with K. Friese & Associates for design of the Hutto South Wastewater Treatment Plant.**

*Matt Bushak, City Engineer, gave the staff presentation. K. Friese & Associates facilitated a value engineering study on the Wastewater Treatment Plant design on February 5, 2014. Representatives of the K. Friese design team, the Brazos River Authority, and HR Gray met with City staff to discuss and determine opportunities for construction cost savings. Mr. Bushak explained that two of the costs saving alternatives are, using sound attenuating enclosures for the blowers in lieu of a blower building and reducing the size of the Thickened Waste Activated Sludge Tank. He added that if these alternatives are being considered, it would change the scope of the project and it would require additional design services. The estimated construction cost savings for the two items described above is approximately \$230,000. The cost of the additional engineering design services is \$23,034.*

*Tom Owens of K. Friese & Associates provided additional information concerning the possible changes.*

*MOTION: Councilmember Prince moved to approve the resolution concerning an amendment with K. Friese & Associates for the design of the Hutto South Wastewater Treatment Plant. Councilmember Smith seconded the motion. The motion carried with 7 ayes and 0 nays.*

- 12B1. Consideration and possible action on a resolution acknowledging receipt of the Certificate of Unopposed Status, declaring unopposed candidates to be elected to their respective offices, and canceling the May 10, 2014 General Election.

*Christine Martinez, City Secretary, gave the staff presentation. The May 10, 2014, General Election, is to elect a Councilmember for Place 1 and Place 4. The deadline for filing an application for a place on the ballot was February 28, 2014. Only one application was received for each place on the City Council. Anne Cano, Incumbent, filed for Place 1 and Michael Smith, Incumbent, filed for Place 4. The names of these two candidates will appear on the May 10, 2014 ballot and will be listed as unopposed. The City is allowed, under Section 2.053 of the Texas Election Code, to cancel its General Election if only one individual filed for each place on the ballot. The cancellation of the General Election does not affect the Special Election that was called to address a proposition on the ballot regarding Police Department Civil Service Law.*

*MOTION: Mayor Pro-tem Quintanilla-Perez moved to approve the resolution acknowledging receipt of the Certificate of Unopposed Status, declaring unopposed candidates to be elected to their respective offices, and canceling the May 10, 2014 General Election. Councilmember Prince seconded the motion. The motion carried with 7 ayes and 0 nays.*

- 12B2. Consideration and possible action on a resolution amending the boundaries for the Downtown Incentive Plan Policy.

*This item was withdrawn from the agenda at the request of staff.*

- 12B3. Consideration and possible action on a resolution condemning approximately 0.246 acres of land located near the intersection of FM 1660 South and County Road 137 owned by BJI, Inc. and Anthony Dobias for the construction and maintenance of a sidewalk.

*Charlie Crossfield, City Attorney, gave the staff presentation. The City began construction on the FM 1660 South sidewalk in September 2013 to provide connection between the schools located near the intersection of CR 137 and FM 1660 South and the existing trail system that intersects FM 1660 South at Carl Stern Boulevard. The City acquired the necessary right-of-way and easements from all property owners with the exception of a small 0.246 acre tract located along CR 137. This property is owned by BJI, Inc. and Anthony Dobias. Attempts to negotiate the purchase of the easement have failed. The City Attorney recommended that the City condemn the piece of property through its eminent domain power in accordance with state law in order to complete the FM 1660 South sidewalk.*

*MOTION: Councilmember Prince moved that the City of Hutto authorize the use of the power of eminent domain to acquire an easement interest in the following parcel of land for the public use of construction, operation and maintenance of a public sidewalk in the general vicinity of the southwest corner of FM 1660 and County Road 137 in Hutto, Texas. Councilmember Yeste seconded the motion.*

*VOTE:                      Ayes:                      Councilmember Cano  
                                                                                 Councilmember Prince  
                                                                                 Mayor Pro-tem Quintanilla-Perez  
                                                                                 Councilmember Smith*

Councilmember Rios  
Councilmember Yeste  
Mayor Holland  
Nays: None  
Abstain: None

ACTION: The motion carried unanimously.

12C1. Consideration and possible action on a resolution concerning the execution of the 401a Plan Administrative Services Agreement to allow the City of Hutto to adopt a 401a plan with the ICMA Retirement Corporation.

Amy McGlothlin, Human Resources Director, gave the staff presentation. On January 9, 2014 the Council gave approval of a Social Security: Participation and Non-Participation policy. Full-time City employees will vote in a Social Security referendum election on April 23, 2014. The employees that wish to opt out of Social Security may choose to have their wages deducted and deposited into a 401(a) defined contribution plan. The deposit to the defined contribution plan will be equal to the amount that would have been paid for Social Security. The City, in lieu of contributions to Social Security on behalf of employee, will make deposits to the defined contribution plan at a one-to-one matching rate.

The Benefits Committee of the City selected the ICMA Retirement Corporation, which is the current provider of the 457 Deferred Compensation Plan of the City, to administer the 401(a) Defined Contribution Plan. Employees who elect to enroll in the 401(a) plan will be charged an administration fee by the ICMA Retirement Corporation. There is no cost to the City to administer this plan.

MOTION: Councilmember Rios moved to approve the resolution concerning the execution of the 401a Plan Administrative Services Agreement to allow the City of Hutto to adopt a 401a plan with the ICMA Retirement Corporation. Councilmember Cano seconded the motion. The motion carried with 7 ayes and 0 nays.

12D1. Consideration and possible action on a resolution concerning the filing of an application with the Capital Area Council of Governments for a regional solid waste grant program and authorizing the City Manager to act on behalf of the City in matters related to the application.

Will Guerin, Development Services Director, gave the staff presentation. The Capital Area Council of Governments, in cooperation with the Texas Commission on Environmental Quality, announced availability of \$140,000 in municipal solid waste implementation grant funding for FY 2014-2015, \$70,000 for FY 2014 and \$70,000 for FY 2015, and issued a Request for Applications.

City staff prepared a grant application to help build an Adopt-a-Spot program. The program will allow individuals, businesses, and other organizations to "adopt" a street or other publically area for scheduled litter pick-ups as well as possible beautification projects. Staff intends to bring the program to Council for approval next month.

MOTION: Councilmember Smith moved to approve the resolution concerning the filing of an application with the Capital Area Council of Governments for a regional solid waste grant program

*and authorizing the City Manager to act on behalf of the City in matters related to the application. Mayor Pro-tem Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.*

#### OTHER BUSINESS

13A1. Consideration and possible action appointing a City Council representative to the Hutto Has Heart organization.

*Micah Grau, Assistant City Manager, gave the staff presentation. Hutto Has Heart was created in 2011 after the Hutto community worked together to provide assistance to the areas in Central Texas that were damaged by wildfires. Individuals were brought together by a common goal of serving those in need in the community through emotional, financial, educational, and spiritual support. Representatives of Hutto Has Heart are from area churches, Hutto ISD, the Greater Williamson County YMCA, individuals, and local businesses.*

*Hutto Has Heart filed an application with the IRS as a non-profit so that it may better serve those in need. While the City has held a supportive role in helping establish Hutto Has Heart, the organization is formalizing memberships in advance of an election to select the board of directors. The cost for an organization or business to become a member of Hutto Has Heart is \$100. The organization must also select a representative and alternate to attend Hutto Has Heart meetings. The annual cost for a business or organization to be a member of Hutto Has Heart is \$100. Individuals may also join for \$25.*

*MOTION: Councilmember Yeste moved to appoint Councilmember Anne Cano as the City representative and Patti Gilmore as the alternate on the Hutto Has Heart organization. Mayor Pro-tem Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.*

#### WORK SESSION

14A. *There were no work session items scheduled.*

#### EXECUTIVE SESSION

15A. Executive Session as authorized by §551.087, Texas Government Code regarding deliberation, Economic Development Negotiations, including the following: Economic development incentives for Project Five Star.

*The Council entered into the Conference Room at 8:06 p.m. to address the Executive Session and reconvened back into special session at 8:54 p.m.*

#### ACTION RELATIVE TO EXECUTIVE SESSION

16A. *There were no executive session items scheduled.*

#### ADJOURNMENT

*There being no further business, the meeting adjourned at 8:54 p.m.*

CITY OF HUTTO, TEXAS

ATTEST:

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Debbie Holland, Mayor

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Christine Martinez, City Secretary

DRAFT



**CITY COUNCIL  
WORK SESSION MINUTES  
MARCH 20, 2014**

*The Hutto City Council met in a work session on Thursday, March 20, 2014 in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.*

**CALL SESSION TO ORDER**

*Mayor Holland called the session to order at 6:00 p.m.*

**ROLL CALL**

*Members of the City Council that were present were Mayor Debbie Holland, Mayor Pro-tem Ronnie Quintanilla-Perez, Councilmember Anne Cano, Councilmember Paul Prince, Councilmember Michael J. Smith, Councilmember Melanie Rios, and Councilmember Max V. Yeste.*

*Members of staff that were present were Karen Daly, City Manager, Micah Grau, Assistant City Manager, Melanie Hudson, Finance Director, Will Guerin, Development Services Director, and Amy McGlothlin, Human Resources Director, and Rick Stone, Interim Chief of Police.*

**WORK SESSION**

**3A1. Presentation and discussion regarding the 2012-13 Comprehensive Annual Financial Report and audit.**

*Melanie Hudson, Finance Director, gave the staff presentation. The City Charter requires the City Council to have a certified public accountant conduct an independent audit of all accounts of the City at the close of the fiscal year, or as necessary. On June 20, 2013 the Council engaged the audit firm of Brockway, Gersbach, Franklin & Niemeier, P. C. for the City's independent financial audit for the fiscal year ending September 30, 2013. The firm has conducted the City's audit since 2006 and assisted staff with the preparation of the Comprehensive Annual Financial Report (CAFR).*

*Stephen Niemeier, Partner, with Brockway, Gersbach, Franklin & Niemeier presented the results of the audit and explained the following financial highlights. Daniel Jones, who assisted with the audit, was also present for questions regarding the audit.*

**Significant Impacts in FY2013**

- ***Local economy strengthens***

*Increases in sales tax (9.9% over fiscal year 2012), property values (4.6% over fiscal year 2012), and contributed infrastructure for subdivisions totaled \$5.2 million*

- ***City invested \$10.0 million, during fiscal year 2013 in capital asset additions***

- *City's net assets exceed liabilities by \$66.3 million at the end of fiscal year 2013*
- *Increased fund balance reserves 11% over 2012 to 35% of expenditures in fiscal year 2013*
- *\$528,000 of grant funds utilized from TxDOT to improve FM685*
- *Over the past 6 years the City's TMRS retirement plan strengthened (funded portion of retirement obligation from 51.7% to 73.5%)*

*Mr. Niemeier also gave a brief overview of the following graphs.*

- *Revenues By Component of Primary Government*
- *Expenses By Component of Primary Government*
- *Summary of Net Assets of Primary Government*
- *Investment in Capital Assets*
- *Long-Term Debt*
- *TMRS Unfunded and Funded*

*He pointed out that the figures are materially correct; there are no material weaknesses or controls to report; controls are very sufficient, and he was impressed with aggressiveness to grow. He added that the City of Hutto has been recognized for the past 7 years with the Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Presentation Award.*

*In conclusion, Mr. Niemeier pointed out that there will be changes in Accounting Principles that will impact future years. Upcoming will be the GASB 68 – Accounting and Financial Reporting for Pensions – Effective Fiscal Year 2015 – 2016.*

#### ADJOURNMENT

*There being no further business, the meeting adjourned at 6:48 p.m.*

CITY OF HUTTO, TEXAS

\_\_\_\_\_  
Debbie Holland, Mayor

ATTEST:

\_\_\_\_\_  
Christine Martinez, City Secretary





**CITY COUNCIL  
MEETING MINUTES  
MARCH 6, 2014**

*The Hutto City Council met in a regular session on Thursday, March 6, 2014 in the Hutto City Council Chamber, 401 W. Front Street, Hutto, TX 78634.*

**CALL SESSION TO ORDER**

*Mayor Holland called the session to order at 7:00 p.m.*

**ROLL CALL**

*Members of the City Council that were present were Mayor Debbie Holland, Mayor Pro-tem Ronnie Quintanilla-Perez, Councilmember Anne Cano, Councilmember Paul Prince, Councilmember Michael J. Smith, Councilmember Melanie Rios, and Councilmember Max V. Yeste.*

*Members of staff that were present were Karen Daly, City Manager, Micah Grau, Assistant City Manager, Charlie Crossfield, City Attorney, Will Guerin, Development Services Director, Scot Stromsness, Public Works Director, Amy McGlothlin, Human Resources Director, Melanie Hudson, Finance Manager, Randy Barker, General Services Director, Mike Hemker, Parks and Recreation Director, and Rick Stone, Interim Chief of Police.*

**INVOCATION**

*The invocation was given by Pastor Mike Roepke of New Hope Christian Church.*

**PLEDGE OF ALLEGIANCE**

*Mayor Holland led the Pledge of Allegiance.*

**PROCLAMATIONS**

**5A. Proclamation declaring March 8, 2014, as Arbor Day in Hutto, Texas.**

*Mayor Holland read the following proclamation and presented it to Mike Hemker, Parks and Recreation Director.*

*WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and*

*WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska and is now observed throughout the nation and the world; and*

*WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, can cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and*

*WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, increased property values, enhance the economic vitality of business areas, beautify our Community, and are a source of joy and spiritual renewal;*

*NOW, THEREFORE, I, Debbie Holland, Mayor of the City of Hutto on behalf of the entire City Council along with the National Arbor Day Foundation, do hereby proclaim Saturday, March 8, 2014 as:*

*"ARBOR DAY"*

*in the City of Hutto as we celebrate by planting new trees in Country Estates Park, and urge all citizens to celebrate Arbor Day and support the efforts to protect our trees and woodlands and plant trees to gladden the heart and promote the well-being of current and future generations in Hutto.*  
*PROCLAIMED this 6th day of March, 2014.*

#### PUBLIC COMMUNICATION

6A. Remarks from visitors.

*There were no remarks from the visitors in attendance.*

#### PUBLIC HEARINGS

7A. *There were no public hearings scheduled.*

#### PRESENTATIONS

8A1. Recognizing Patti Gilmore as the recipient of the 'Ken Love Citizen of the Year' award by the Hutto Area Chamber of Commerce.

*Mayor Holland addressed this item and announced that Patti Gilmore, Chief of Staff for the City of Hutto, was recently awarded the "Ken Love Citizen of the Year" for her contributions to the Hutto community. Patti was presented the award by Tom Britton, President of the Hutto Area Chamber of Commerce, at the annual Gala held on Saturday, February 15. Mayor Holland pointed out that Patti has passionately served the citizens of Hutto since January of 2006 when she was hired by former City Manager Edward Broussard as his Executive Assistant. Mayor Holland added that Patti has a belief in community building and the importance of developing leadership. Patti has been instrumental in the development of many Hutto programs. In addition, Patti collaborated to design and implement community partnerships for the betterment of the Hutto community and to enhance the quality of life for its citizens.*

8B1. Presentation and discussion of the 2013 Uniform Crime Report.

*Rick Stone, Interim Police Chief gave the staff presentation. The Police Department participates in the Uniform Crime Reporting program operated by the Texas Department of Safety. A report of crime statistics is produced annually and the statistics are presented to the City Council each year. Chief Stone presented the 2013 annual Uniform Crime Report. This report is divided into two major groups, Part I and Part II offenses. Part I crimes, collectively known as index crimes, are considered more serious. The city's report reflected a 9.3% decrease in Part I major crimes, including a 42.8% reduction in burglaries leading the way. The Part II crimes, which are a lesser offense, are included at the bottom of the report and reflect an overall 26% reduction. The reductions are the direct result of the City's ongoing commitment to public safety and the continuing efforts of the Hutto Police Department, in partnership with its citizens, to make Hutto one of the safest in the entire State of Texas.*

8C1. Presentation of the Quarterly Investment Report for the first quarter of Fiscal Year 2013-14.

*Melanie Hudson, Finance Director, gave the presentation. This report provided the City Council an insight of the City's investment balances in accordance with the Texas Public Funds Investment Act. The report also showed the cash and investment balances for all funds combined as of December 31, 2013. Ms. Hudson also provided comparative information that staff uses to monitor trends.*

#### REPORTS AND ANNOUNCEMENTS

- 9A. Report by Councilmember Michael Smith regarding the Hutto Area Chamber of Commerce board meeting held on February 18, 2014.

*Councilmember Smith reported that the board focused on the outcome of the Gala which had some changes from previous years. They are now waiting on the final numbers for the event. The board also discussed the upcoming Crawfish Boil that will be held on April 12, 2014 in the downtown area.*

- 9B. Report by Councilmember Anne Cano regarding the Hutto Economic Development Corporation board meeting held on February 18, 2014.

*Councilmember Cano reported that the board received an update on the city from Micah Grau, Assistant City Manager; discussed the various meetings held regarding a specific economic development project; staff is looking at updating their marketing efforts with the help of an outside marketing firm in addition to working on new marketing materials; received an update on leads from the Austin Chamber of Commerce; and the audit has been completed.*

- 9C. Report by Mayor Pro-tem Ronnie Quintanilla-Perez regarding the Hutto Education Foundation board meeting held on February 19, 2014.

*Mayor Pro-tem Quintanilla-Perez reported that the main discussion of the meeting was the upcoming Hutto Education Foundation Gala on March 28<sup>th</sup>. The theme is western.*

- 9D. Report by Councilmember Max Yeste regarding the Saturday Council Chat Session held on February 22, 2014.

*Councilmember Yeste reported that he did have one visitor stop to ask what was going on FM685 and of the bond election that was held in 2009.*

- 9E. Report by Mayor Debbie Holland regarding the Saturday Council Chat Session held on March 1, 2014.

*Mayor Holland reported that Baked 'n Sconed had a lot of customers and she had a chance to interact with those visitors but did not have a conversation with anyone specific.*

- 9F. Report by Mayor Debbie Holland regarding the Temple College Foundation board meeting held on March 4, 2014.

*Mayor Holland reported that the board was given the standard reports they receive monthly. The board is also looking at appointing new officers and she will be a part of the nominating committee.*

#### CONSENT AGENDA ITEMS

*All items listed on the consent agenda were considered to be routine by the City Council and were enacted by one motion. There was no separate discussion of the items listed.*

- 10A. Consideration and possible action on a resolution concerning the proposed subdivision Case #1346-PLAT, Case Name: Park At Brushy Creek Phase 4B Final Plat, (9.050 acres, more or less, of land, 49 single-family lots), located on Great Western Drive at Fistril Drive. (Owner: BLD PBC-4B LLC; Applicant: ALM Engineering Inc)

- 10B. Consideration and possible action on a resolution amending the issuance of a Purchase Order to Caldwell Country Ford for the purchase of one (1) Animal Control Extended Cab F250 truck.

*MOTION: Councilmember Yeste moved to approve all the items listed on the consent agenda. Councilmember Rios seconded the motion. The motion carried with 7 ayes and 0 nays.*

## REGULAR AGENDA ITEMS

### ORDINANCES

11A. *There were no ordinances scheduled.*

### RESOLUTIONS

12A1. Consideration and possible action on a resolution concerning the execution of an Annexation Development Agreement between the City of Hutto and Gary L. and Mary Anne Reynolds for 23.304 acres, more or less of land, located at 6635 US 79 West, west of southbound SHSH-130.

*Will Guerin, Development Services Director, gave the staff presentation. The Texas Local Government Code Subchapter B, Chapter 43, Sections 43.035 and 212.172 was amended by H.B. 1472 and went into effect September 1, 2007. This statute stated that a municipality may not annex areas of land appraised for ad valorem tax purposes as agriculture or wildlife management unless the municipality offers a development agreement with the landowner that guarantees the continuation of the incorporated city limits status and that the municipality will not interfere with the use of the area for agriculture or wildlife management. If the landowner declines to enter into a development agreement, the municipality may annex the area of land.*

*Mr. and Mrs. Reynolds wish to enter into an annexation development agreement with the City for the 23.304 acres located north of US79 between Tradesmen Park Drive and SH130. By this action, the area that is the subject of a development agreement is considered adjacent or contiguous to the municipality and it allows the City to extend its incorporated city limits boundary. In this particular annexation development agreement, the property owner requested language that essentially keeps any un-platted portions of the property, and/or portions that remain agriculture exempt, under the agreement. A Municipal Service Plan will be completed at the time the City begins the procedures for annexation of the area.*

*MOTION: Councilmember Prince moved to approve the resolution regarding the Annexation Development Agreement between the City and Gary L. and Mary Anne Reynolds for 23.304 acres, more or less of land, located at 6635 US 79 West, west of southbound SHSH-130. Mayor Pro-tem Quintanilla-Perez seconded the motion. The motion carried with 7 ayes and 0 nays.*

12B1. Consideration and possible action on a resolution amending an agreement with Antenora Architects LLP for schematic design, design development and construction document services for the Co-op Site.

*Randy Barker, General Services Director, gave the staff presentation. The City selected Antenora Architects in 2009 to conduct a Facility Needs study and to create a master plan for the Co-Op site to determine current and future space needs through 2030. The agreement was extended in 2010 to include schematic design of the Interim City Hall, Civic Park, and future City Hall facilities at the Co-Op site. The City then entered in an agreement with Antenora Architects on May 5, 2011, to provide full design of the of the Interim City Hall, Civic Park, and surrounding infrastructure including roadways and utilities adjacent to the municipal block. The agreement also included a strategy for utilizing the Gin Building frames until a new city hall is built. In addition, deliverables were to include construction ready documents and construction oversight and inspection.*

*The architectural and engineering work under the original agreement was put on hold due to the slowdown of the national and local economy. Since that time, the City of Hutto participated in a Sustainable Places Project (SPP) that provided recommendations for long-term planning of the Co-op District. The SPP was adopted by City Council in December 2013 and it identifies the Co-Op development as uniquely positioned to*

*be a catalyst project in the initiation of many of the SPP planning goals. The City would like to use the approximate \$334,000 in remaining funds to evaluate the ways in which the Proposed Master Plan and Architectural work for the Co-Op District can be modified to better advance the planning goals defined in the SPP. Mr. Barker pointed out that since funds remained allocated and unspent when work was suspended on the original project, there will not be any change to the cost of the existing contract.*

*Michael Antenora outlined schematics of the Co-Op site which were presented in 2009, 2012, and 2013. He explained that the schematics show the progression of the Co-Op development. They show similar reactions with each getting better. The next step would be to incorporate ideas of the SPP and continue developing and refining the property that would include one of the silos.*

*There was discussion between the Council and Mr. Antenora regarding the following.*

- *A preliminary design of the proposed city hall will be provided,*
- *Clarification of the location and direction of the amphitheater,*
- *Several ideas for the location of the amphitheater will be brought back for Council's input,*
- *Receive input from the Historic Preservation Commission on how the development would fit into the historic area.*

*In conclusion, Mayor Holland pointed out that this development will be an opportunity to expand the downtown area so the existing and new developments can flow together.*

*MOTION: Councilmember Rios moved to approve the resolution amending the agreement with Antenora Architects LLP for the schematic design, design development and construction document services for the Co-Op Site. Councilmember Yeste seconded the motion. The motion carried with 7 ayes and 0 nays.*

#### OTHER BUSINESS

13A. *There were no other business items scheduled.*

#### WORK SESSION

14A. *There were no work session items scheduled.*

#### EXECUTIVE SESSION

15A. Executive Session as authorized by §551.087, Texas Government Code regarding deliberation, Economic Development Negotiations, including the following: Economic development incentives for Project Five Star.

15B. Executive Session as authorized by §551.087, Texas Government Code regarding deliberation, Economic Development Negotiations, including the following: Economic Development Agreement with Hutto Mezz Holdings regarding the Hutto Crossings.

*The Council entered into the Conference Room at 7:46 p.m. to address the Executive Sessions and reconvened back into regular session at 9:07 p.m.*

#### ACTION RELATIVE TO EXECUTIVE SESSION

16A. Consideration and possible action on a resolution concerning the adoption of an economic development agreement with Hutto Mezz Holdings LLC for the Hutto Crossings development.

*MOTION: Mayor Pro-tem Quintanilla-Perez moved to approve the resolution adopting the economic development agreement with Hutto Mezz Holdings LLC for the Hutto Crossings development. Councilmember Yeste seconded the motion. The motion carried with 7 ayes and 0 nays.*

ADJOURNMENT

*There being no further business, the meeting adjourned at 9:10 p.m.*

CITY OF HUTTO, TEXAS

\_\_\_\_\_  
Debbie Holland, Mayor

ATTEST:

\_\_\_\_\_  
Christine Martinez, City Secretary

## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 12A1. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Matthew Bushak, P.E., City Engineer

**ITEM:** Consideration and possible action on a resolution concerning a design agreement amendment with K. Frieze & Associates for design of the Hutto South Wastewater Treatment Plant.

**STRATEGIC GUIDE POLICY:** Infrastructure

### **ITEM BACKGROUND:**

The Council resolved to apply for Texas Water Development Board (TWDB) funds through the Clean Water State Revolving Fund program to fund the Hutto South Wastewater Treatment Plant project. The TWDB requires additional environmental clearance in order to fund the project. Additional design funds will also be needed for the design engineer to prepare the application and administer the loan. These funds were factored into the financing calculations that were used to ensure that the best value was to pursue TWDB financing.

### **BUDGETARY AND FINANCIAL SUMMARY:**

The cost of additional services is \$93,841.00.

### **RELATED ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

### **CITY ATTORNEY REVIEW:**

Not applicable.

### **STAFF RECOMMENDATION:**

Staff recommends approval of the resolution.

### **SUPPORTING MATERIAL:**

1. Resolution-Design Agreement Amendment
2. Design Agreement Amendment - K Frieze

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE DESIGN AGREEMENT AMENDMENT WITH K. FRIESE & ASSOCIATES FOR DESIGN OF THE HUTTO SOUTH WASTEWATER TREATMENT PLANT**

**WHEREAS**, the City of Hutto City Council authorized the Mayor to execute a design agreement for the Hutto South Wastewater Treatment Plant (AKA Lower Brushy Creek Wastewater Treatment Plant) by resolution **R-13-02-28-12A2** ; and

**WHEREAS**, the City of Hutto City Council requested funding from the Texas Water Development Board (TWDB) for the project by resolution **R-14-04-17-12A1**; and

**WHEREAS**, additional design costs in the amount of \$93,841.00 will be added to the original agreement to cover the cost of additional environmental services required by the TWDB and for applying for and administering the funding.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS**, hereby authorizes the Mayor to execute a Design Agreement Amendment with K. Friese & Associates for design of the Hutto South Wastewater Treatment Plant.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**RESOLVED** this 8<sup>th</sup> day of **May, 2014**.

**CITY OF HUTTO, TEXAS**

\_\_\_\_\_  
Debbie Holland, Mayor

**ATTEST:**

\_\_\_\_\_  
Christine Martinez, City Secretary





**K FRIESE**  
**+ ASSOCIATES**  
PUBLIC PROJECT ENGINEERING

1120 S. Capital of Texas Highway  
CityView 2, Suite 100  
Austin, Texas 78746  
TBPE Firm #6535  
P - 512.338.1704 F - 512.338.1784  
kfriese.com

April 10, 2014

Mr. Matt Bushak, P.E.  
City Engineer  
City of Hutto  
401 W. Front Street  
Hutto, Texas 78634

Sent Via: E-MAIL

RE: Hutto South Wastewater Treatment Facility  
TWDB CWSRF Engineering and Environmental Services

Dear Matt,

K Friese & Associates, Inc. (KFA) is pleased to provide the attached Scope of Services and Manpower/Budget Estimate for engineering and environmental support services to assist the City with applying for and administering a Clean Water State Revolving Fund Loan from the Texas Water Development Board for the proposed Hutto South Wastewater Treatment Facility. This work is proposed on a time and materials basis with a not to exceed limit of \$93,841.00.

If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

Thomas M. Owens, P.E.  
Project Manager

Approved:

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Signature

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Title

Enclosures

CITY OF HUTTO  
TWDB CWSRF LOAN PROGRAM APPLICATION FOR HUTTO SOUTH WWTP  
SCOPE OF SERVICES

**PROJECT UNDERSTANDING**

The City of Hutto (City) is investigating the schedule and cost implications of applying for Texas Water Development Board funding through the Clean Water State Revolving Fund Loan Program (CWSRF). This document describes the tasks that K Friese & Associates, Inc. (KFA) will perform during the application process and throughout the construction phase of the Hutto South WWTP project.

**SCOPE OF SERVICES**

1. Project Management – This task includes routine communication with the City; managing subconsultants, manpower, budgets, and schedules; invoicing; implementing and monitoring of QA/QC efforts; and other activities associated with managing the project.
2. Application for Financial Assistance – KFA will review the TWDB application forms (TWDB-0148); create a list of the data needed from the City; coordinate with the City on obtaining the required data; fill out, review, and submit the application forms; and address comments from TWDB.
3. Engineering Feasibility Report – Following the format laid out in TWDB document TWDB-0556, KFA will prepare the Engineering Feasibility Report that is required to be submitted with the Application for Financial Assistance. Information from previously completed reports including the Hutto Regional Wastewater Study dated November 2012, the Engineering Design Report for the City of Hutto South Wastewater Treatment Plant dated July 2013, and the Engineering Design Report submitted to the Texas Commission on Environmental Quality in April 2014 will be compiled for the Feasibility Report. An itemized project cost will be submitted in the Project Budget Form (TWDB-1201). The report will also include a project schedule outlining projected target dates. Time has been included for quality assurance and control review as well as sub-consultant assistance with preparing the report.
4. Plans & Specifications – KFA will submit the 100% plans and specifications to the TWDB for their review. Time has been included to address TWDB comments before issuing the final set of plans and specifications. KFA will assemble the TWDB front end documents to be used for bidding the project. This task includes time for sub-consultants to address comments.
5. Environmental Assessment – Cox-McLain Environmental Consulting, Inc. (CMEC) will prepare the Environmental Assessment according to TWDB document ED-001A. KFA will coordinate with CMEC and TWDB for the submittal of the Environmental Assessment.
6. Loan Closing Documentation – This task includes KFA coordination with the City on required document submittal to TWDB to close the loan. A partially completed Outlay Workbook will be provided by TWDB during the closing process. KFA will finalize the Workbook to be submitted with the other closing documentation.
7. Submittal of Outlay Reports – TWDB requires monthly submittal of the Outlay Report during the construction phase of the project. KFA will track construction invoices, coordinate with the TWDB Financial Analyst, input the required data into the workbook, and submit the reports as required.

**KFA MANPOWER/BUDGET ESTIMATE  
HUTTO SOUTH WWTP - TWDB CWSRF APPLICATION PROPOSAL**

Task	Principal Hours	Project Manager Hours	Project Engineer Hours	EIT Hours	Senior Technician Hours	Senior Admin. Hours	Total Labor Hours	Total Labor Cost	Sub-Consultants	Expenses Cost	Total Cost
TWDB CWSRF Application Proposal											
Project Management		24	12			16	52	\$7,042			\$7,042
Application for Financial Assistance	0	6	16	48	0	2	72	\$7,654		\$50	\$7,704
Review Application			2	8			10	\$978			\$978
Coordination with Hutto		4	2	8			14	\$1,738			\$1,738
Prepare & Submit Application		1	8	20		2	31	\$3,147			\$3,147
Address TWDB Comments		1	4	12			17	\$1,791			\$1,791
Engineering Feasibility Report	0	13	28	56	12	14	123	\$12,950	\$5,000	\$50	\$18,000
Assemble EFR		2	8	40	12	12	74	\$6,639	\$5,000		\$11,639
Itemized Project Cost Estimate		1	2	12			15	\$1,522			\$1,522
Project Schedule		2	6				8	\$1,189			\$1,189
QA/QC		8	12	4		2	26	\$3,600			\$3,600
Plans & Specifications	0	28	48	16	16	0	108	\$14,532	\$15,000		\$29,532
Address TWDB Comments on Plans & Specs		16	16	16	16		64	\$7,936	\$15,000		\$22,936
Assemble TWDB Front End Documents		12	32				44	\$6,595			\$6,595
Environmental Assessment		4	2	2			8	\$1,207	\$22,477		\$23,684
Loan Closing Documentation		4	4	8			16	\$2,007			\$2,007
Submittal of Outlay Reports (16 months)		16		32			48	\$5,872			\$5,872
<b>TWDB CWSRF Application Totals</b>	<b>0</b>	<b>79</b>	<b>94</b>	<b>146</b>	<b>12</b>	<b>32</b>	<b>427</b>	<b>\$51,264</b>	<b>\$42,477</b>	<b>\$100</b>	<b>\$93,841</b>



April 7, 2014

Jennifer Sullivan, P.E.  
Senior Engineer  
K FRIESE + ASSOCIATES  
1120 S. Capital of Texas Highway, CityView 2, Suite 100  
Austin, Texas 78746

**RE: City of Hutto Wastewater Treatment Plant – CMEC Proposal to Provide Environmental Services**

Dear Ms. Sullivan:

**Cox | McLain Environmental Consulting, Inc. (CMEC)** understands that K. Friese & Associates has been retained to put together a proposal to apply for a CWSRF Loan for the construction portion of the Hutto South WWTP, applying for Non-Equivalency (Tier II) funding. To support this effort, CMEC proposes to provide the following services:

**Scope of Services**

This scope of work describes tasks involved in preparing an Environmental Assessment (EA), as appropriate, according to the Texas Water Development Board (TWDB) guidelines (*State Revolving Fund Program Instructions for the Preparation of Environmental Assessments-(ED-001A)*) for the City of Hutto's wastewater treatment plant project.

CMEC proposes to work with K. Friese & Associates (KFA) to prepare documentation to complete the EA. Baseline and impact information will be prepared for ecological resources (including geological elements, hydrological elements, floodplains/wetlands, climatic elements, and biological elements) and land use/socioeconomics. An updated ASTM search for hazardous materials sites would be conducted. Census data from 2010 will be used for the socioeconomic analysis.

Field investigations will be conducted as necessary to supplement previous efforts and to review the project area for potential ecological resources that may be affected by the proposed project's construction, and for any land use/socioeconomic issues. NOTE: It is assumed that KFA would be responsible for obtaining right-of-entry prior to any field investigations. Compliance with Section 404 of the Clean Water Act will be addressed based on a determination of fill in waters of the U.S. or wetlands as a result of project



construction. This analysis will determine if the project meets the requirements of a Nationwide Permit. However, this scope does not include preparation of a Pre-Construction Notification to the Corps or an Individual Permit. Copies of the draft EA will be circulated to review agencies, and will be made available at a local facility (library, City Hall, et cetera) after a 30-day published notice of availability.

CMEC would be pleased to provide these services for a lump sum fee of \$22,477, to be billed on a percent complete basis. If this proposal is acceptable to you, please sign the authorization below and return a copy for our files. CMEC greatly appreciates the opportunity to submit this proposal. Please feel free to contact me at 512/338-2223 (office) or 512/299-4429 (cell) if you have any questions.

Sincerely,

Larry W. Cox  
Principal  
**Cox | McLain Environmental Consulting, Inc.**

Accepted by:

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(Print Name)  
for K. Friese & Associates, Inc.

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(Date)

Approved by:

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(Print Name)  
for CMEC

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(Date)

**City of Hutto WWTP--TWDB EA  
Budget Summary**

TASK	SHEETS/ UNITS	Sr. Enviro. Scientist II	Enviro. Professional II	Enviro. Professional I	Enviro. Staff II	Enviro. Staff I	Enviro. Tech II	Sub Total Hours	Hr/Unit	Labor Cost
Cox/McLain Environmental Consulting, Inc.	Hourly Rate:	\$ 138.00	\$100.63	\$86.25	\$71.88	\$63.25	\$51.75			
<b>Hours</b>										
<b>PHASE II - TWDB EA</b>										
Project Management and Communications		8						8		\$ 1,104.00
A1. Texas Antiquities Code Arch Permit, Survey, Report										\$ -
A2. Water Resources/Wetlands										\$ -
A3. Biological Resources										\$ -
A4. Hazardous Materials										\$ -
A5. EA Preparation/Comment Response		16	24	20	88	40	32	220		\$ 16,859.56
A.6 Preconstruction Notification to USACE										\$ -
A.7 Public Involvement Activities (publish notice of availability/opportunity to review EA)		4			12	4		20		\$ 1,667.56
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
<b>TOTALS</b>										
<b>HOURS:</b>		28	24	20	100	44	32		Column Total = 248 Row Total = 248	
<b>LABOR COST:</b>		\$ 3,864	\$ 2,415	\$ 1,725	\$ 7,188	\$ 2,783	\$ 1,656			\$ 19,631.12
		11.3%	9.7%	8.1%	40.3%	17.7%	12.9%			\$ 19,631.12

<b>DIRECT EXPENSES:</b>									
<b>Travel:</b>									
Mileage	250 miles						\$0.560 per mile		\$140.00
Per diem	days						per day		
Lodging	nights						per night		
<b>Copies:</b>									
EA Reproduction	12 each						\$25.00 per copy		\$300.00
Media (mylar)	sheets						per sheet		
<b>Misc Expenses:</b>									
Hazardous materials database search	1 search						\$350.00 per search		\$350.00
Express delivery	4 each						\$14.00 per each		\$56.00
Backhoe/trackhoe/Gradall + operator	days						\$1,200.00 per day		
Newspaper publication (local weekly)	2 each date						\$1,000.00 per date		\$2,000.00
<b>TOTAL DIRECT COST:</b>									\$ 2,846.00
<b>TOTAL PROJECT COST:</b>									\$ 22,477.12

## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 12A2. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Matthew Bushak, P.E., City Engineer

**ITEM:** Consideration and possible action on a resolution concerning a design agreement amendment with DCS Engineering for design of the Enclave Force Main and Lift Station Improvements project.

**STRATEGIC GUIDE POLICY:** Infrastructure

### **ITEM BACKGROUND:**

The Council resolved to apply for Texas Water Development Board (TWDB) funds through the Clean Water State Revolving Fund program to fund the Enclave Force Main and Lift Station Improvements project. The TWDB requires additional environmental clearance in order to fund the project. Additional design funds will also be needed for the design engineer to prepare the application and administer the loan. These funds were factored into the financing calculations that were used to ensure that the best value was to pursue TWDB financing.

### **BUDGETARY AND FINANCIAL SUMMARY:**

The cost of the additional engineering design services is \$92,000.00.

### **RELATED ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

### **CITY ATTORNEY REVIEW:**

Not applicable.

### **STAFF RECOMMENDATION:**

Staff recommends approval of the resolution.

### **SUPPORTING MATERIAL:**

1. Resolution - Design Agreement Amendment - DCS
2. Design Agreement Amendment - DCS

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A DESIGN AGREEMENT AMENDMENT WITH DCS ENGINEERING FOR DESIGN OF THE ENCLAVE FORCE MAIN AND LIFT STATION IMPROVMENTS PROJECT**

**WHEREAS**, the City of Hutto City Council authorized the Mayor to execute a design agreement for the Enclave Force Main and Lift Station Improvements Project by resolution **R-13-12-19-12C1** ; and

**WHEREAS**, the City of Hutto City Council requested funding from the Texas Water Development Board (TWDB) for the project by resolution **R-14-04-17-12A1**; and

**WHEREAS**, additional design costs in the amount of \$92,000.00 will be added to the original agreement to cover the cost of additional environmental services required by the TWDB and for applying for and administering the funding.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUTTO, TEXAS**, hereby authorizes the Mayor to execute a Design Agreement Amendment with DCS Engineering for design of the Enclave Force Main and Lift Station Improvements Project.

The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Resolution was adopted was posted and that such meeting was open to the public as required by law at all times during which this Resolution and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**RESOLVED** this **8<sup>th</sup>** day of **May, 2014**.

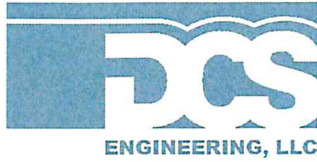
**CITY OF HUTTO, TEXAS**

\_\_\_\_\_  
Debbie Holland, Mayor

**ATTEST:**

\_\_\_\_\_  
Christine Martinez, City Secretary





DCS Engineering, LLC  
1101 S. Capital of Texas Hwy  
Building G-100  
Austin, Texas 78746  
  
Tel: (512) 614-6171  
Fax: (512) 284-8021  
T.B.P.E. Firm No. F-13162  
www.DCS-Engineering.com

April 25, 2014

Mr. Matt Bushak, P.E.  
City Engineer  
City of Hutto  
401 W. Front Street  
Hutto, Texas 78634

Reference: City of Hutto  
Enclave Forcemain and Lift Station Upgrades: Final Design & Construction  
Administration – Additional Services for TWDB Clean Water State Revolving Fund Loan  
DCS Project No.: 20101273

Dear Mr. Bushak, P.E:

Per your request, DCS Engineering, LLC (DCS) has prepared this letter proposal to provide professional engineering services for additional work tasks related to obtaining a Texas Water Development Board (TWDB) Clean Water State Revolving Fund (CWSRF) Loan for the Enclave Forcemain and Lift Station Upgrades project. The additional work effort is for CWSRF Tier II funding (projects which do not receive federal funds). We have prepared this letter proposal outlining the scope of services that we envision to complete the work including additional environmental engineering services required by TWDB to obtain the loan.

Our proposed scope of services is outlined below:

### **Scope of Services**

#### **A. Engineering Services**

Should the City elect to use TWDB SRF monies for the proposed lift station and forcemain, preparation of additional engineering documents, effort, and administration of the TWDB funding process will be required. The below effort does not include production of financial portions of the application and process. These shall be provided by City Staff.

#### Additional Engineering:

This effort will include the following and as additionally enumerated in the TWDB Program Guidance Manual:

- a) Manage and administer the TWDB funding process through all phases including application, planning, design, bidding, construction, and project close-out
- b) Preparation and Submittal of Application for Financial Assistance
- c) Prepare and Submit an Engineering Feasibility Report
- d) Prepare and Submit an Final Engineering Design Report
- e) Manage Additional Environmental Considerations of subconsultant
- f) Address TWDB review comments on reports, plans, and specifications

- g) Incorporate TWDB bidding forms and documents into construction contract, plans and specifications
- h) Submit documentation that bidding process conformed to TWDB requirements
- i) Submit required number of copies of reports, plans and specifications to TWDB for their review and approval for above activities.
- j) Prepare and submit quarterly Outlay Reports during the project's life

Additional Environmental Considerations:

This effort will include the preparation of an Environmental Assessment (EA). This effort will include preparation and submission of the requisite documents.

- a) Proposed work will incorporate recently completed work efforts for wetland determinations and delineations, threatened and endangered species habitat survey and archeological background investigations.
- b) If the Texas Historical Commission requires an archaeological field survey, this effort will be performed under the preliminary engineering contract for this project that has not yet been authorized or work initiated.
- c) Preparation and submission of the draft EA for this project in accordance with TWDB Guidelines for the Preparation of Environmental Assessments (ED-001A last revised April 27, 2010)
- d) Revise Draft EA: This task will include revising the Draft EA in accordance with one set of comments from DCS Engineering, one set of comments from the City of Hutto, and two sets of comments from TWDB.
- e) Notice of Availability of EA: After receiving preliminary approval of the Draft EA from TWDB, a notice of the availability of the EA will be prepared and published in a newspaper of general circulation in the City of Hutto. The notice will be published once and will allow at least 30 days of availability to review.
- f) Consultation: The Engineer will send the Draft EA for review and comment to the Texas Parks and Wildlife Department, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers Fort Worth District, and Texas Commission on Environmental Quality. TWDB will coordinate with the Texas Historical Commission.
- g) Prepare Final EA: The Final EA will include any necessary revisions from the public review process and agency coordination. Up to ten (10) copies of the Final EA will be prepared and submitted for approval on paper and electronically.
- h) This Scope of Services does not include any public meetings, public hearings, archeological field surveys, Formal or Informal Section 7 Consultation with the U.S. Fish and Wildlife Service, a Biological Assessment/Biological Evaluation (associated with endangered species/habitat impacts), noise analysis, air quality analysis, USACE Section 404 permitting or any mitigation designs or plans associated with Section 404 permitting. Should any of these services be determined necessary, the Engineer will perform the associated work as an additional service.



## **B. Compensation and Limitation of Liability**

Our proposed fees for the above detailed scope of work are provided on a lump sum fee basis as noted in the below table. In addition, certain out-of-pocket expenses, including plotting and reproduction, deliveries, automobile mileage, equipment rental, and travel expenses are included in the above fees. The above referenced services will be performed within the duration discussed below. DCS's liability to the Client for any cause or combination of causes is in the aggregate limited to an amount no greater than the fee earned under this agreement.

### **Fee Schedule**

<b>Task</b>	<b>Description</b>	<b>Fee</b>
510	TWDB Clean Water SRF Loan (DCS)	\$59,000.00
520	TWDB Clean Water SRF Loan – Environmental (Klotz)	\$33,000.00
	<b>Lump Sum Fee =</b>	<b>\$92,000.00</b>

DCS will invoice monthly for services rendered the preceding month based on the percentage of services completed or hours expended per project task. Client shall pay DCS within 30 days for the services rendered and invoiced.

## **C. Schedule**

The schedule for securing funds from TWDB does not currently align with the bidding schedule for this project. In order to have funding in place by the time of award, additional time is needed to produce the above documents, submit to TWDB, TWDB review/approve, and TWDB issue the funds to the City. An estimated 2.5 months is required to complete the above work and generate the reports.

From our pre-application meeting with TWDB, TWDB stated the City could have funds in place from two to four months after submittal of all the required information to them. TWDB noted that two months would be the absolute fastest and is not a likely schedule to count on. Four months was stated as being a more realistic duration. Thus, TWDB funds will not be received by the City until 4.5 to 6.5 months as measured from April 10, 2014.

DCS will work with the City to establish the most advantageous dates to begin bidding the construction project considering the likely pay application amounts from the Contractor in the first few months of the project and available City funds at that time. The below dates are the anticipated dates only for the tasks associated with obtaining funding from TWDB:

- Engineering and Environmental Submittals to TWDB: June 24, 2014
- Fastest Staff Review and Approval by TWDB: August 24, 2014
- Likely Date of Funds to City from TWDB: October 24, 2014

The period of service will be the through construction project completion and project closeout with TWDB.

Mr. Matt Bushak, P.E.  
April 25, 2014  
Page 4

If this proposal is acceptable, please sign in the space provided below and return one copy for our files. Your acceptance of the agreement will be our authorization to begin work.

Again, we appreciate the opportunity to provide this proposal to you. We look forward to assisting you with your engineering needs in the future. If you have questions about this proposal, please call me at (512) 614-6171.

Sincerely,



Darren C Strozewski, P. E.  
Principal

CITY OF HUTTO

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 13A1. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Melanie Hudson, Finance Director

**ITEM:** Consideration and possible action on the formation of a three-member City Council Outside Agency Funding Committee.

**STRATEGIC GUIDE POLICY:** Fiscal and Budgetary

### **ITEM BACKGROUND:**

The City of Hutto sets aside approximately 1% of estimated General Fund revenue each year to provide financial support to organizations that provide core services to Hutto in accordance with Section 3.I of the Fiscal and Budgetary Policy. Applications for FY14 Funding were made available in April and are due back on May 15, 2014.

The Outside Agency Funding Committee is preliminarily scheduled to hear presentations from Outside Agency applicants on Thursday, June 12.

### **BUDGETARY AND FINANCIAL SUMMARY:**

Funding for Outside Agencies will be included in the FY14 Budget based on the City Council's direction.

### **RELATED ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

### **CITY ATTORNEY REVIEW:**

Not applicable.

### **STAFF RECOMMENDATION:**

Staff recommends that the City Council appoint a three-member Outside Agency Funding Committee made up of City Councilmembers to consider applications and make a funding recommendation to the City Council.

### **SUPPORTING MATERIAL:**

1. Outside Agency Funding Policy

## OUTSIDE AGENCY FUNDING POLICY

*(FROM FISCAL AND BUDGETARY POLICY ADOPTED OCTOBER 18, 2012)*

- I. **Outside Agency Funding** – The City Council may fund a number of outside agencies and organizations that provide core services for the citizens of Hutto. The amount of funding received by each agency depends upon Council direction and the availability of funds. The City Council may fund up to 1% 1% of the estimated General Fund revenues during the budget process.
  1. **Funding Process** – All agencies shall have a standardized process for application, review, monitoring and reporting. All agencies are required to submit applications for funding to the City during the budget process. Applications will include the following:
    - a) Information about the organization including organization's purpose, charter, board of directors, etc.
    - b) Copy of organization's financial policies.
    - c) Copy of prior year's tax filing demonstrating non-profit status.
    - d) Copy of prior year's audit or financial review for organizations whose operating budget exceeds \$100,000 annually.
  2. Funding of non-profit agencies through public funds require enhanced guidelines for spending and operations which shall include:
    - a) Funding will typically be used for specific programs, rather than for general operating costs, and demonstrates the program's sustainability beyond a three-year funding period.
    - b) Funded agencies are encouraged to post meeting agendas at least 72 hours in advance in the spirit of transparency. At the Council's discretion, funded agencies may be asked to allow a Council Member or a Council appointed representative to be a member of its board of directors.
    - c) The City shall have the ability to review financial reports to monitor how public funds are utilized by an organization.
    - d) Other items may be addressed by the City Council as specified in each organization's Outside Agency Funding Agreement.
  3. An Outside Agency Funding Review Committee will be appointed by the Council to review requests from other agencies and develop a recommendation to Council based upon available funding. Applications will be evaluated on the following criteria:
    - a) Number of Hutto citizens served by the organization;
    - b) Type of service provided and whether other organizations in the community provide the service;
    - c) Availability of other funding sources for the organization;
    - d) Demonstration of ability to adhere to the guidelines outlined by this policy;
    - e) The City Council shall use the following guideline to allocate funding:

- a. Education – 10%
- b. Quality of Life – 30%
- c. Social Services – 60%
- d. Public Health and Safety – The City Council may provide additional funding above the designated 1% to support governmental organizations that provide public health and safety services to the Hutto Community. Examples include membership in the Williamson County and Cities Health District and financial support for Williamson County Emergency Services District #3.

All funded agencies shall be required to submit quarterly reports with performance data unless otherwise specified.

## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 14A1. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Micah Grau, Assistant City Manager

**ITEM:** Work session on the proposed 2014 Citizen Survey.

**STRATEGIC GUIDE POLICY:** Leadership

### **ITEM BACKGROUND:**

This May, the City of Hutto will release its citizen survey to a sample of randomly selected households. The Citizen Survey is a tool to help the City prioritize projects and create sustainable growth in the community. Respondents will have the opportunity to rate programs and services, letting us know which programs are succeeding and which need more attention. The results of the survey help us strategically plan and allocate services in a more effective manner.

The work session will provide Council with information on the methodology and survey instrument that will be used to conduct the survey. The City is working with the Center for Research, Public Policy, and Training through Texas State University to conduct the survey. The City's last citizen survey was conducted in 2012.

### **BUDGETARY AND FINANCIAL SUMMARY:**

The City budgeted \$7,500 to complete the survey.

### **RELATED ADVISORY BOARD RECOMMENDATIONS:**

Not applicable.

### **CITY ATTORNEY REVIEW:**

Not applicable.

### **STAFF RECOMMENDATION:**

Not applicable.

### **SUPPORTING MATERIAL:**

There are no supporting documents.



## **CITY OF HUTTO CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 16A. **AGENDA DATE:** May 08, 2014

**PRESENTED BY:** Micah Grau, Assistant City Manager

**ITEM:** Consideration and possible action on a resolution by the City of Hutto authorizing and approving a loan agreement between the Hutto Economic Development Corporation and the Office of the Governor Economic Development and Tourism Division and related documents, authorizing the execution and delivery of the loan agreement, and other matters in connection therewith.

**STRATEGIC GUIDE POLICY:** Leadership

### **ITEM BACKGROUND:**

The Hutto Economic Development Corporation is submitting a loan application to the Texas Leverage Fund totaling \$1,250,000.00 to purchase land for future economic development. The loan will be payable from the Hutto Economic Development Corporation's one-half of one percent of the sales and use tax collections.

### **BUDGETARY AND FINANCIAL SUMMARY:**

The loan will be repaid using sales and use tax collected by the Hutto Economic Development Corporations's one-half of one percent. The annual loan terms are currently 3.25% with a maturity if 15 years. Annual repayment is estimated at \$106,000. The loan may be repaid at any time.

### **RELATED ADVISORY BOARD RECOMMENDATIONS:**

The Hutto Economic Development Corporation approved the resolution.

### **CITY ATTORNEY REVIEW:**

The resolution and certificates are standard forms from the Office of the Governor Economic Development and Tourism Division.

### **STAFF RECOMMENDATION:**

Staff recommends approval of the resolution.

### **SUPPORTING MATERIAL:**

1. Texas Leverage Fund Resolution and Certificates

RESOLUTION APPROVING A RESOLUTION  
BY THE CITY OF HUTTO AUTHORIZING AND APPROVING  
A LOAN AGREEMENT BETWEEN THE  
HUTTO ECONOMIC DEVELOPMENT CORPORATION  
AND THE OFFICE OF THE GOVERNOR ECONOMIC  
DEVELOPMENT AND TOURISM DIVISION  
AND RELATED DOCUMENTS,  
AUTHORIZING THE EXECUTION AND DELIVERY  
OF THE LOAN AGREEMENT,  
AND OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City of [Hutto](#), Texas (the "City") created the HUTTO ECONOMIC DEVELOPMENT CORPORATION (the "Corporation") pursuant to Chapter 504 of the Development Corporation Act, Texas Local Government code, as amended (the "Act"), for the purpose of financing the costs of one or more projects within the meaning of the Act;

WHEREAS, the levy by the City of an economic development sales and use tax for the benefit of the Corporation under the Act was authorized by a majority of the qualified voters of the City voting at an election called and held for that purpose;

WHEREAS, the City has established and levied, and maintains and collects on behalf of the Corporation the economic development sales and use tax pursuant to the Act;

WHEREAS, on receipt of the proceeds of the economic development sales and use tax, the City delivers the proceeds to the Corporation to use in carrying out its functions;

WHEREAS, the Office of the Governor Economic Development and Tourism Division (the "Division") has developed the Texas Leverage Fund Program to enable industrial development corporations, such as the Corporation, to leverage the economic development sales and use tax receipts described above by providing an alternative source of easy to access capital with favorable terms;

WHEREAS, a **DRAFT/PROPOSED** form of the Loan Agreement between the Division and the Corporation (the "Loan Agreement") has been presented to the City for its limited approval, pursuant to which the Division will lend from the Texas Leverage Fund to the Corporation the amount of [\\$1,250,000.00](#), the proceeds of such loan to be used for the purchase of property to recruit business to grow and retain jobs and thereby finance the costs of the Project;

WHEREAS, the Corporation submits to the City the Corporation's resolution authorizing and approving the Loan Agreement and related documents for the City's approval pursuant to Section 501.204(a) of the Act;

WHEREAS, Section 501.073 of the Act requires that the City approve all programs and expenditures of the Corporation; and

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, THE CITY OF HUTTO THAT:

Section 1. In accordance with the provisions of Section 501.204 of the Act, the Resolution Authorizing and Approving a Loan from the Office of the Governor Economic Development and Tourism Division, Authorizing the Execution and Delivery of the Loan Agreement and related documents, Authorizing the Pledge of Sales and Use Tax Receipts, and Other Matters in Connection Therewith, adopted by the Corporation on                     , 1997, a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby specifically approved.

Section 2. The City Council hereby approves the Loan Agreement in substantially the form and substance presented to the City Council and the Mayor is hereby authorized and directed, for and on behalf of the City Council to execute the Loan Agreement for the limited purposes stated therein, and the City Secretary is authorized and directed, for and on behalf of the City Council to attest the Loan Agreement, and such officers are hereby authorized to deliver the Loan Agreement.

Section 3. In accordance with the provisions of Section 501.204 of the Act, the programs and expenditures of the Corporation authorized and contemplated by the Loan Agreement and related documents are hereby specifically approved.

Section 4. All action (not inconsistent with the provisions of this Resolution) heretofore taken by the City Council directed toward the Project shall be and the same hereby are, ratified, approved, and confirmed.

Section 5. The officers of the City Council are hereby authorized to take all action in conformity with the Act necessary or reasonably required to effectuate the loan evidenced by the Loan Agreement, and to consummate the transactions contemplated by the Loan Agreement and this Resolution, including, without limitation, the execution and delivery of any and all other instruments, certificates, documents, or papers necessary to carry out the intent and purposes of the Loan Agreement and this Resolution.

Section 6. This Resolution in no respect creates any liability of the City for repayment of the obligations created by the Loan Agreement.

Section 7. If any section, paragraph, clause, or provision of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution. In case any obligation of the City authorized or established by this Resolution is held to be in violation of law as applied to any person or in any circumstance, such obligation shall be deemed to be the obligation of the City to the fullest extent permitted by law.

PASSED AND APPROVED this 8th of May, 2014.

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Debbie Holland, Mayor  
City of Hutto, Texas

ATTEST:

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Christine Martinez, City Secretary  
City of Hutto, Texas

CERTIFICATE FOR RESOLUTION APPROVING  
A RESOLUTION BY THE CITY OF HUTTO  
AUTHORIZING AND APPROVING  
A LOAN AGREEMENT BETWEEN THE  
HUTTO ECONOMIC DEVELOPMENT CORPORATION  
AND THE OFFICE OF THE GOVERNOR ECONOMIC DEVELOPMENT AND TOURISM DIVISION  
AND RELATED DOCUMENTS,  
AUTHORIZING THE EXECUTION AND DELIVERY  
OF THE LOAN AGREEMENT, AND OTHER  
MATTERS IN CONNECTION THEREWITH

I, the undersigned City Secretary of the City of Hutto, Texas (the "City"), do hereby certify as follows:

1. The City Council (the "Governing Body") of the City convened in regular session at 7 p.m., on Thursday, May 8, 2014 (the "Meeting"), and the roll was called of the duly constituted members of the Governing Body, to-wit:

All of such persons were present, except the following absentees: \_\_\_\_\_, thus constituting a quorum. Whereupon a written:

RESOLUTION APPROVING A RESOLUTION BY THE CITY OF HUTTO  
AUTHORIZING AND APPROVING A LOAN AGREEMENT BETWEEN THE  
HUTTO ECONOMIC DEVELOPMENT CORPORATION AND THE OFFICE  
OF THE GOVERNOR ECONOMIC DEVELOPMENT AND TOURISM  
DIVISION AND RELATED DOCUMENTS, AUTHORIZING THE  
EXECUTION AND DELIVERY OF THE LOAN AGREEMENT, AND OTHER  
MATTERS IN CONNECTION THEREWITH

(the "Resolution") was duly moved and seconded and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by the following votes:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

2. A true, full, and correct copy of the Resolution is attached to and follows this Certificate; the Resolution has been duly recorded in the minutes of the Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the minutes of the Meeting pertaining to the adoption of the Resolution; the

persons named in the above and foregoing paragraph are duly elected, qualified, and acting members of the Governing Body; each of such members was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting, and that the Resolution would be introduced and considered for adoption at the Meeting, and each of such members consented, in advance, to the holding of the Meeting for such purpose; and the Meeting was open to the public, and public notice of the time, place, and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code Annotated, as amended.

SIGNED AND SEALED this 8th day of May, 2014.

---

Christine Martinez, City Secretary

(SEAL)

INCUMBENCY AND SIGNATURE  
IDENTIFICATION CERTIFICATE  
CITY OF **HUTTO**, TEXAS

THE STATE OF TEXAS

COUNTY OF **WILLIAMSON**

I, **Mayor Debbie Holland**, the undersigned, hereby certify as follows:

(A.) That I am a duly appointed and acting officer of **Hutto**, holding the office set forth under my signature below;

(B.) That **Hutto Economic Development Corporation** has agreed to a Loan Agreement with the Office of the Governor Economic Development and Tourism Division for a Texas Leverage Fund Loan in the amount of **AMOUNT OF \$1,250,000.00** to be used for the purchase of property to recruit business to grow and retain jobs and thereby finance the costs of the Project;

(C.) That **Hutto Economic Development Corporation** has agreed to a Promissory Note for **\$1,250,000.00** to the Office of the Governor Economic Development and Tourism Division;

(D.) That the manual signature of **Debbie Holland**, Mayor, appearing on all agreements necessary for this Texas Leverage Fund Loan are hereby affirmed as my own;

(E.) That I am authorized to execute and deliver the Texas Leverage Fund Agreement on behalf of **Hutto**.

WITNESS MY HAND EFFECTIVE this 8<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
**Debbie Holland**,  
Mayor

I DO HEREBY CERTIFY that the signature of the officer subscribed above is true and correct.

Name \_\_\_\_\_  
Christine Martinez,  
City Secretary

STATE OF TEXAS

COUNTY OF **WILLIAMSON**

Before me on this day appeared, **Debbie Holland**, Mayor, who is known to me and subscribed to the above

document before me as witness, my hand and seal hereto affixed on this 8th day of May, 2014:

[SEAL]

Name \_\_\_\_\_  
Notary Public





**Mayor**  
Debbie Holland

**Mayor Pro-tem**  
Ronnie Quintanilla-Perez

**Council Members**  
Anne Cano, Place 1  
Paul Prince, Place 2  
Michael J. Smith, Place 4  
Melanie Rios, Place 5  
Max V. Yeste, Place 6

**City Manager**  
Karen Daly

## **CERTIFICATE**

I hereby certify that an election was held on **DATE**, in the City of **Hutto** for the **one-half** of one percent Local Sales & Use Tax for Economic Development, that the requisite number of voters voted (**[number of voters]**) in favor of and (**[number of voters]**) voted against levying of such tax and that no action has been taken in any court, either state or federal, within the State of Texas which in any way questions the validity of such election or any action taken by the City of **NAME** in connection therewith, and that no action has been taken by the City to repeal, amend or rescind such tax subsequent to such election.

**WITNESS MY HAND EFFECTIVE THIS 8<sup>th</sup> day of May, 2014.**

[SEAL]

\_\_\_\_\_  
Christine Martinez,  
City Secretary

**STATE OF TEXAS**  
**COUNTY OF **NAME****

Before me on this day appeared, \_\_\_\_\_ [City Secretary], who is known to me and subscribed to the above document before me as witness, my hand and seal hereto affixed on this \_\_\_\_ day of \_\_\_\_\_, **20xx**.

[SEAL]

\_\_\_\_\_  
Name  
Notary Public

**STATE OF TEXAS**  
**COUNTY OF **WILLIAMSON****

Before me on this day appeared, \_\_\_\_\_ [Name], City Secretary of the City of **Hutto** who is known to me and subscribed to the above document before me as witness, my hand and seal hereto affixed on this \_\_\_\_ day of \_\_\_\_\_, **20xx**.

[SEAL]

\_\_\_\_\_  
Name  
Notary Public

STATE OF TEXAS  
COUNTY OF **WILLIAMSON**

This instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_, **20xx** by \_\_\_\_\_ [Name], City Secretary of the City of **HUTTO** on behalf of said corporation.

[SEAL]

\_\_\_\_\_  
Name  
Notary Public